

# **HOLLYWOOD CULTURAL COLLEGE**

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

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

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

e-mail: [cch.radio@hotmail.com](mailto:cch.radio@hotmail.com)



## **Catalog**

**January 1, 2019 to December 31, 2019**

## TABLE OF CONTENTS

ITEM	PAGE
School Location and Instructional Address	1
BPPE Approval	1
Questions	1
Review Documents	1
Mission and Objectives	1
Facilities	1
Academic Programs	2-7
Graduation Requirements Policy	7
Licensure Requirements	7
Faculty	8
Admission Information	8
Admission Policy	8
Admissions by Exception	8
Recognition of Credits	8
Transfer of Credit Policy	9
Transfer Between Programs Policy	9
Orientation	9
Teachers/Student Ratio	9
Student's Right to Cancel	9-11
Academic Probation and Dismissal Policy	11
Attendance Policy/Student Conduct	11
Charges: Tuition and Fees	12
Financial Assistance	12
Financial Stability - Bankruptcy History	13
Placement Services	13
Student Tuition Recovery Fund Policy (STRF)	13
Notice Concerning Transferability of Credits	13
Distribution and Catalog Revision Policy	14
Visa Related Services	14
Language of Instruction	14
Experiential Credit	14
Satisfactory Academic Progress (SAT)	14
Library	14
Student Services	14
Student Housing	14
Grievance Policy	15
Student Right of Access and Record Retention Policy	15
Nondiscrimination Policy	15
Academic Freedom	16
Sexual Harassment	16
Academic/School Year Holidays	16
English As A Second Language (ESL) Instruction	16
Force Majeure	16

Disabled Students	16
Parking	16

## **SCHOOL LOCATION AND INSTRUCTIONAL ADDRESS**

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

## **BPPE APPROVAL**

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

On November 6, 2018, Hollywood Cultural College, Inc. received its initial accreditation from the Council on Education (COE). Subsequently, Hollywood Cultural College has been accredited for a period of (4) years, until November 6, 2022. COE is a U.S. Department of Education nationally recognized accrediting agency.

## **QUESTIONS**

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

## **REVIEW DOCUMENTS**

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

## **MISSION AND OBJECTIVES**

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

## **FACILITIES**

Hollywood Cultural College is located at 3450 Wilshire Blvd., Suite 700, Los Angeles, CA 90010-2307. It is easily accessible from the Harbor Freeway (10), Santa Monica Freeway, Blue Line (Metro) at Vermont street terminal. The school's facility fully complies with all federal, state and local requirements as to fire and building safety. Instruction is in residence with facility occupancy level, which accommodates over 12 students per shift of instruction. The facility is located in a 4,220 square foot space in the heart of Los Angeles. Our facilities consist of three radio studios, a control room, a radio station, and a TV Production set. All three studios are equipped with radio consoles, computers, microphones, CDs and cassettes so the students can have the experience of working in radio stations. The studios are also equipped for the students in the Digital Production class to practice and work on projects and assignments. We have a small-range broadcasting radio station fully equipped for the students that are ready to run a real radio show where they have the experience of being on the air. We have two fully furnished classrooms for lessons. Each classroom has microphones and a sound system. Our facilities also have an area for the students to take a break, relax, drink coffee and interact with each other and the faculty.

## **ACADEMIC PROGRAMS**

**Class Schedule: Day:** Mon -Fri./9:00am-3:00pm; **Night:** Mon.-Fri./5:00pm-9:00pm;

**Weekend/Week:** Saturday 9:00am-6:00pm and 18 hours must be attended during the week between Monday- Friday.

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

<b>Class Title: RADIO BROADCASTING Textbook: Television and Radio Announcing Publisher: Pearson Authors: Hyde/Ibrahim CIP Code: 10.0202</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Instructional Clock Hours</b>
History of Radio Broadcasting	10	0	10
Introduction to terminology of equipment and procedures	20	0	20
Musical Programming	35	0	35
Sports	20	10	30
News	40	10	50
Journalism	30	20	50
Interviews	20	20	40
Commercial Production I	20	10	30
Publicity Sales and Campaigns I	20	10	30
FCC Rules and Regulations	20	0	20
Classification of Interviews	10	10	20
Speaking and Master of Ceremony	20	30	50
Reading and writing Broadcast Copy	20	10	20
Elemental Physics	20	0	20
Vocalization	10	20	30
Improvisation	0	40	40
Commercial Production II	35	30	65
Publicity Sales and Campaigns II	10	20	30
Lab – Radio Studio		360	360
<b>Total</b>	<b>960</b>		

### **History of Radio Broadcasting (10 Hours)**

This class teaches the student the beginnings of the radio, who were the pioneers of radio, the first stations that appeared in the world and in what places, what radio has been and what it is currently, characteristics and functions of the radio as media.

### **Introduction to Terminology of Equipment and Procedures (20 Hours)**

The student accompanied by his teacher will enter the laboratory studio and learn everything necessary to be able to handle the radio equipment, console, modulations and functions of each channel of the same, CD, microphones, computers, radio programs, etc.

### **Musical Programming (35 Hours)**

The radio always manages its programming based on a log that is made by the programming director. This class clearly shows the way in which the future announcer must manage the log, read it clearly and practice it until he has clear mastery of it.

### **Sports (30 Hours)**

In this class they are taught the most important detail of each sport, dimensions of the courts/fields, how many microphones and what kind of transmission is required, where each of them should be placed, how many TV cameras are needed to cover the transmission and how he has/she to narrate this transmission either on radio or tv.

### **News (50 Hours)**

Introduction of news media, news broadcaster, news media editor, news edition, how to organize a newscast, generalities about radio journalism, importance of the news, news writing for radio, structure of the news, reports and narration of journalistic events, like being a journalist, prejudices and tendencies, journalistic genres, articles, style, editorial, criticism and magazine.

### **Journalism (50 Hours)**

In this class, the student learns documentation and journalism, culture about journalism, how to write a news for radio, TV or magazine, how to project the news for each journalistic genre.

### **Interviews (40 Hours)**

Classification of the interviews, application of interview techniques to the radio, field research, interview planning, agenda and basic questionnaire. How to get an interview, conduct the interview, using the telephone as a means for interviews, interview group, important points in conducting an interview, attitude of the reporter.

### **Commercial Production I (30 Hours)**

Students will become familiar with all the information of previous advertising, present and the future of advertising. Students will learn all the tools of publicity, subjects and slogans, theory of the same, radio commercials, how to write the announcements, tips to improve the production, vehicles of the advertising and agencies.

### **Publicity Sales and Campaigns I (30 Hours)**

This class teaches the student how to sell a station's on air inventory, sales planning and interviews, effective communication, opposition, objections, competition, sell, how to finalize/close sales deals, radio sales, campaigns and advertising packages, other aspects within of the sales of the radio.

### **FCC Rules and Regulations (20 Hours)**

The importance of this class is great. Students will be given all the rules and regulations of the FCC, which include, station's license to work, license to operate the radio, how long the license is granted to radio owners, station inspections by the FCC retransmissions, on air telephone conversations, identification of the stations and the importance of the EBS test.

### **Classification of Interviews (20 Hours)**

Students will learn how interviews are classified, both for radio and TV and practice the interviews in the studios until they can master them.

### **Speaking and Master of Ceremony (50 Hours)**

The student learns everything that is oratory and mastery of ceremonies, how they should give their speech at the time of being on stage, desirable characteristics in the speaker, most common defects in the speaker, speech structure, sketch and improvisation, verbal and visual aids and types of discourse.

### **Reading and Writing Broadcast Copy (20 Hours)**

In this part of the program we make sure that the student know how to read and write properly since it is a fundamental factor in this career. We are dedicated exclusively to reading and writing, from commercials, news, poems and infomercials to make sure students become proficient in these areas

### **Elemental Physics (20 Hours)**

This part of the physics that we teach is exclusively related to the media which includes measurement units, matter, atoms, elements and electric current. Also includes, sounds and radio communication, transducers, equipment, television, radar and sonar, newsrooms and nuclear energy, light and laser, which are all an important part of communications.

### **Vocalization (30 Hours)**

Like the main tool of a speaker is their voice, vocalization is fundamental in this career, therefore, the best way to maintain it is to vocalize properly. Students will learn techniques on how to do proper breathing exercises and reading many tongue twisters to be able to properly handle the nuances and volume of the voice.

### **Improvisation (40 Hours)**

The way we develop in a radio studio or in front of an audience is very important, therefore, practicing and exercising how to improvise is extremely necessary. We use information of events, books, poems and more to be able to narrate or improvise on the subject without any guide in our hands and only using the information we already have by studying the subject.

### **Commercial Production II (65 Hours)**

In this part of the program, we focus on writing all kinds of commercials with the appropriate time frames and record them in the studios using the rules learned in class. Students focus on expressing and giving the right emphasis while recording the script as well as practice plenty of live commercials in all ways that exist in the media.

### **Publicity Sales and Campaigns 2 (30 Hours)**

Students will specifically stick to writing all kinds of radio sales and practice among all students how the sale should be secured when you are with the client.

### **Lab – Radio Studio (360 Hours)**

Always accompanied by the teacher, students will practice in the radio studio managing of all radio equipment, projecting commercials, news and executing shows simulating as if they were live on the radio.

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

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

- To educate students to become professional, knowledgeable and skilled in Radio Broadcasting for marketability within the entertainment industry.
- To promote continuing educational growth of the faculty and students, using the most current teaching methods and techniques.
- To teach professionalism as the foundation of a successful career.

### **Performance Objectives:**

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

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

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

Theory/Practical Grading:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

Below 70% = Failing

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

<b>Class Title: RADIO DIGITAL PRODUCTION Textbook: Digital Radio Production Publisher: Waveland Press, Inc. Author: Donald W. Connelly CIP Code: 10.0202</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Instructional Clock Hours</b>
History of Radio Digital Production	10	0	10
Introduction to terminology of equipment and procedures	20	30	50
Learning computer programs in Radio Digital Production	50	70	120
Operating Control Panels	20	20	40
Operating electronic devices in sound reproducing systems used to adjust response to audio frequencies	30	40	70
Voice projection and voice modulation	25	25	50
Learning to prepare audios for promos and commercial production	30	30	60
Learning to use the appropriate music and sound effects for your production project	20	30	50
Presentation and introduction of demos developed for groups, commercials, and audiences	30	30	60
First job in Radio	20	20	40
Radio Digital Sound on the Web	0	20	20
Field work	0	30	30
Lab – Digital Production Studio		360	360
<b>Total</b>	<b>960</b>		

**History of Radio Digital Production (10 Hours)**

Students will learn about how radio began shifting from older methods of editing to new ones involving the use of computer-based software. Students will appreciate the editing methods used before computers were born to help and enhance the possibilities of producing higher quality commercials, jingles, station ID’s promos, etc.

**Introduction to Terminology of Equipment and Procedures (50 Hours)**

Students will become familiar with key terminology used in the radio industry. They will also become familiar with different radio equipment terms used by the production people or department staff. Such equipment includes audio consoles, microphones, studio monitors (speakers), headphones, radio remote units and computers along with the appropriate editing software.

**Learning Computer Programs in Radio Digital Production (120 Hours)**

Students will learn how to professionally and appropriately record the talent’s voice (acoustic signal) and make sure that the recorded conversion to audio is usable for an on-air edit. Once the student knows that the talent’s audio quality is appropriate to air, they will begin editing to cut any unwanted audio and polish the voice to help it stand out and accomplish its sales goal.

**Operating Control Panels (40 Hours)**

Students will learn how to operate and control different types of audio consoles and all equipment necessary for on air edits. They will learn how this equipment is used in radio today and why it is very important to all radio talent and staff.



### **Operating Electronic Devices in Sound Reproducing Systems Used to Adjust Response to Audio Frequencies (70 Hours)**

Students will learn how to equalize different frequencies using an audio console, to ensure they obtain quality audio that can be edited. They will also learn how to readjust any frequency levels using the digital production software to polish any sound needs once mixing and mastering a project. Lastly, students will become familiar with frequency responses different studio monitors may have and how that can impact the outcome of their finalized projects.

### **Voice Projection and Voice Modulation (50 Hours)**

Considering that the production person is responsible for all audio recordings and edits, students will learn how the talent should project their voices in the recording studio to help achieve the commercial's goal. Students will become familiar with appropriate voice projections for different commercial or project circumstances/goals.

### **Learning to Prepare Audio for Promos and Commercial production (60 Hours)**

Students will learn how to put together radio demos, promos, commercials and everything else that relates to the station's image. These are audio files that will be used on air through their frequency signal and may be used in different radio platforms such as social media, online streaming and the station's website.

### **Learning to use the Appropriate Music and Sound Effects for your Production Project (50 Hours)**

Once students record the talent's voice and polish the voice, they will begin to use sound effects and background tracks when needed to help the voice meet the demands of the station or clients. They will learn to add any jingles, background tracks, special effects and any requests a client or circumstance may require for the benefit of sales.

### **Presentation and Introduction of demos developed for groups, commercials and audiences. (60 Hours)**

Students will learn how to identify the listeners of a particular station and what they like. They will know how important it is to produce audio tracks or files that will help the station keep current listeners, attract new listeners and produce an audio that will convert listeners to clients for the station's clients.

### **First Job in Radio (40 Hours)**

Students will become familiar with which particular job positions in a station are in charge of providing internships with current students. They will learn how to put together and send a portfolio with all the necessary information a station requires to give them an internship opportunity. Once they get the internship, they will learn how to professionally serve the internship, which will potentially become their first real job in a radio station.

### **Radio Digital Sound on the Web (20 Hours)**

Students will not only be prepared to produce audio files/projects for the station's AM/FM frequency, but they will be capable of producing audio files for the station's digital platforms. Digital platforms include the station's social media, webpage and any web stream where clients maybe interested in participating.

### **Fieldwork (30 Hours)**

Students will learn how radio stations operate on the field (away from the station's offices and studios), through any station's events, client live remotes and any breaking news coverage. Students will become familiar with equipment used in the field and how to produce specific audios for these particular events when needed by the station.

### **Lab – Digital Production Studio (360 Hours)**

Throughout the entire course, students will practice producing audios according to their own ideas, general manager's request, sales department's requests and/or client requests. As the course progresses, they will keep practicing different audio formats to enhance and sharpen their radio knowledge and editing skills to be capable of obtaining a professional job position in leading radio stations.

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

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

- To educate students to become professional, knowledgeable and skilled in Radio Digital Production for marketability within the entertainment industry.
- To promote continuing educational growth of the faculty and students, using the most current teaching methods and techniques.
- To teach professionalism as the foundation of a successful career.

#### **Performance Objectives**

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

**Grading Procedures** - Students are evaluated on a regular basis on theor, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75%, and 100%,of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation forms reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Theory/Practical Grading:

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

#### **GRADUATION REQUIREMENTS POLICY**

When a student has completed the required clock hours, theory hours and practical operations for his/her course of study with a GPA (Grade Point Average) of "C" (70%) or better, he/she will receive a Diploma certifying his/her graduation of the appropriate course of study.

Hollywood Cultural College reserves the right to retain a student in school if the student's progress is not satisfactory as determined by the Instructor and/or the failure to complete all listed requirements, or the failure to pass the written and practical exams. For the purpose of transfer or graduation, hours will not be released by Hollywood Cultural College until all monies owed to the institute have been paid and all academic requirements pertaining to those hours have been completed.

#### **LICENSURE REQUIREMENTS**

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

#### **FACULTY**

##### **Jose Salas**

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

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

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

##### **Julio Garcia**

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

stations. He has been teaching Radio Broadcasting for over ten years.

### **ADMISSION INFORMATION**

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

### **ADMISSION POLICY**

The general criteria for admission are:

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

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

### **ADMISSION BY EXCEPTION**

If a prospective student has the ability and potential to succeed at Hollywood Cultural College but are not able to fulfill our requirements for eligibility, he or she can apply for Admission by Exception.

The prospective applicant need to send a letter to the President of HCC regarding his or her intention and reasons why he or she will be considered for Admission by Exception. The letter will be forwarded to the Committee composed of the Director of the School, Director of Education and Financial Coordinator for consideration. The prospective applicant will be informed of the decision of the Committee within 5-7 days of receiving the letter of intent.

The policy on Admissions by Exception will be reviewed at least on an annually.

### **RECOGNITION OF CREDITS**

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

### **TRANSFER OF CREDIT POLICY**

Credits are accepted on the basis of applicability to the chosen program of study. Students with previous education and training in the course to be pursued will be reviewed upon enrollment and be given appropriate credit. Credits allowed will be recorded on enrollment records and the length of the course shortened and the cost reduced proportionately. Only courses/classes taken during the last five (5) years will be considered for transfer of credit. Hollywood Cultural College may, at the discretion of the Committee on Evaluation chaired by the Director of Education to award the transfer. Students will be notified, in writing of the outcome of their transfer credit request.

Students are required to submit an original transcript of records from the institution where they completed the classes or programs. The college will only allow 30% of the total number of credits/clock hours to be credited toward the program.

Students can appeal and request further review of courses that are not accepted for transfer.

**Appeal Process:**

Hollywood Cultural College has established an appeal process by which prospective students can request further review of courses that are not accepted for transfer. Prospective students will use a Student Request Form that can be obtained in the Registrar's Office. The request will be reviewed by the /Director of Education, along with appropriate Program Director/faculty. Prospective students will receive the outcome of the decision in writing after five (5) business days.

**TRANSFER BETWEEN PROGRAMS POLICY**

The institution allows transfer between programs. Students will need to complete a "Request for Transfer Form" to transfer between programs. The request will be reviewed and evaluated by the Registrar and then forwarded to the Director of Education for approval. Student will be notified within 5 days of decision.

**ORIENTATION**

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

**TEACHER/STUDENT RATIO**

The teacher/student ratio averages 15 students per instructor.

**STUDENT'S RIGHT TO CANCEL**

**Cancellation Policy:** A notice of cancellation can be made by placing a phone call to Hollywood Cultural College. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100).

Cancellation shall occur when a student calls Hollywood Cultural College to give notice of cancellation. On the first day of class, you will be given a Notice of Cancellation form for your use if you decide to cancel. You do not cancel the contract by just not attending classes. When situations of mitigating circumstances are in evidence such as serious illness or a disabling accident or death in the immediate family, the school will make a settlement, which is reasonable and fair to both parties

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

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

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

**Withdrawal Policy:** You have the right to withdraw from a course of instruction at any time. You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The school will remit a refund, less a registration fee not to exceed \$100.00 if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books and materials. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books and materials as specified in the agreement as a separate charge and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the books and materials paid by you. If you fail to return the books and materials in good condition allowing for reasonable wear and tear within the 30-day period, the school may offset against the refund the

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

### **Refund Policy**

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

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

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

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

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

#### **Refunds for Classes Canceled by the Institution**

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

#### **Refunds for Students Who Withdraw on or before the first day of class**

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refund for a student who does not begin classes shall be made within 45 days of the class start date.

#### **Refunds for Students Enrolled Prior to Visiting the Institution**

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

#### **Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction.**

Institutions engaging in programs which are short term must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

#### **Refunds for Withdrawal After Class Commences.**

##### **Refund Policy for Programs Obligating Students for Periods of 12 Months or Less.**

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;

After the first 10% of the period of financial obligation and until the end of the first 25% of the period of financial obligation, the institution shall refund at least 25% of the tuition;

After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and

After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

##### **Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months**

Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on the

If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on Refund Policy for Programs Obligorating Students for Periods of 12 months or Less.

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

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

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

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

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

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

### **ATTENDANCE POLICY/STUDENT CONDUCT**

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

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

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

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

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.

- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

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

**CHARGES: TUITION AND FEES**

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

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Radio Broadcasting	\$6,150	\$100	\$.00	\$350	\$6,600
Radio Digital Production	\$6,150	\$100	\$.00	\$350	\$6,600

**Required Disclosure:**

**Radio Broadcasting**

- 1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$6,600
- 2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$6,600

**Radio Digital Production**

- 1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$6,600
- 2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$6,600

**FINANCIAL ASSISTANCE**

**Financial Aid Programs (Title IV)**

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

**Loan Repayment**

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

**FINANCIAL STABILITY – BANKRUPTCY HISTORY**

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

**PLACEMENT POLICY**

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

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

**(7840)** Each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an education program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

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

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

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

- 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and

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

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

- 7840.** You are not a California resident, or are not enrolled in a residency program, or  
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.  
(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:  
The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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

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

#### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS**

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

#### **DISTRIBUTION AND CATALOG REVISION POLICY**

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

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

#### **VISA RELATED SERVICES**

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

#### **LANGUAGE OF INSTRUCTION**

Instruction is currently delivered in the Spanish language only.

#### **EXPERIENTIAL CREDIT**

This institution does not award credit for prior experiential learning.

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

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

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

A	4 Grade Points	A-	3.67 Grade Points
---	----------------	----	-------------------



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

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

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

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

### **LIBRARY**

A small Library is located across the hall from the Student/Staff Lounge. The Library consists of magazines, books and videos that are relevant to the various programs that we offer at Hollywood Cultural College. The Library also has a computer with internet access for the use of our students.

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

### **STUDENT SERVICES**

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

### **STUDENT HOUSING**

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

### **GRIEVANCE POLICY**

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

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

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

**State of California**  
**Bureau for Private Postsecondary Education**  
**Executive Office**  
**2535 Capitol Oaks Drive**  
**Suite 400**  
**Sacramento, CA 95833**  
**Tel: 800-370-7589**  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

**Council on Occupational Education**  
**7840 Roswell Road, Building 300, Suite325, Atlanta, GA 30350**

Tel: (770) 396-3898 or (800) 917-2081  
[www.council.org](http://www.council.org)

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

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

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid and brought current.

The student files are placed within locking metal fireproof filing cabinets and are kept in the office of the School Director. The Finance and Academic records are maintained in one file. All student files are stored at Hollywood Cultural College located at 3450 Wilshire Blvd., Suite 700, Los Angeles, CA 90010. Tel: 213-739-9946. The Custodian of Records is Martha Imelda Garcia, School Director.

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

### **NONDISCRIMINATION POLICY**

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

### **ACADEMIC FREEDOM**

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

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

### **SEXUAL HARRASSMENT**

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

### **ACADEMIC/SCHOOL YEAR HOLIDAYS**

The college can enroll cohorts on a periodic basis throughout the calendar year for all the programs.

Scheduled cohort starts for all programs:

- January 2018
- April 2018
- July 2018
- October 2018

Specific start dates can be obtained from your admissions representative.

Holidays:

- New Year's Day
- Martin Luther King
- President's Day
- Memorial Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas (Winter Break)

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

This institution does not provide ESL instruction.

### **FORCE MAJEURE**

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

### **DISABLED STUDENTS**

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

### **PARKING**

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