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LOS ANGELES INSTITUTE OF ARCHITECTURE AND DESIGN

CATALOG

Los Angeles Institute of Architecture and Design

3580 Wilshire Blvd. Suite 1180. Los Angeles, CA 90010
www.laiad.com
213 251 4500
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All information in the content of this school catalog is current and correct and so certified as true by the Founding Director, William Taylor FAIA.

MISSION & OBJECTIVES

Los Angeles Institute of Architecture and Design (LAIAD) is a small private school intended to provide an alternative way for students to begin their education in architecture or interior design. Our mission is to provide an unsurpassed and affordable education for a group of talented and motivated students who will be prepared to excel at the schools they transfer to or enroll in.

LAIAD's objectives focus on the most difficult aspects of the architectural practice, specifically conceptual thinking, design process, and visual communication.

STATE OF CALIFORNIA

The Los Angeles Institute of Architecture and Design is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the 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.

Any questions a student may have regarding this enrollment agreement 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, 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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

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.

Any questions a student may have regarding this catalogue that have not been satisfactorily answered by the school may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798 0818
P: 888.370.7589, F: 916.263.1897
www.bppe.ca.gov

FACILITIES AND EQUIPMENT

All courses are taught at the LAIAD studio space at 3580 Wilshire Blvd., Suite 1180, Los Angeles, CA 90010. Instruction is in residence and the school is open Monday and Thursday 5:30 pm to 10:00 pm.

The LAIAD Business Office is located at 3580 Wilshire Blvd., Suite 1180, Los Angeles, CA 90010 and is open Monday through Friday 9:00 am to 5:30 pm.

The LAIAD studio space consists of three classrooms, a conference room and administration office. Desk space and seating are provided for each student. Various other materials are available for student use and to support and facilitate the teaching environment; these include two video

projectors, wide-format plotter, copy machine and various hand drafting tools. Wi-Fi Internet connection is available at the studio space for student use.

ADMISSION POLICIES AND PROCEDURES

Prospective students are encouraged to visit the school and to discuss educational and occupational goals with school personnel.

Admission into any of the school programs except the Graduate Preparation Program requires that all prospective students must be at minimum 18 years of age, and have a high school diploma or General Education Diploma (GED).

Admission into the Graduate Preparation Program requires that all prospective students have at a minimum a bachelor's degree.

Admission procedures include meeting with school personnel to review career goals, programs offered, school policies and procedures (school catalog), the school performance fact sheet, and graduation requirements. In addition, all prospective students must provide documentation to demonstrate admission requirements are met.

If a prospective student meets the admission requirements and agrees to pay all applicable fees, as per the current published fee schedule or make other arrangements acceptable to the school an enrollment agreement will be executed.

FOREIGN STUDENTS

International students who wish to attend Los Angeles Institute of Architecture and Design (LAIAD) and who require a student visa must enroll for LAIAD courses through West Los Angeles College (WLAC). LAIAD and WLAC Have a partnership agreement for contract education that permits International students enrolled at WLAC with an I-20 student visa (issued by WLAC) to take LAIAD courses. Complete information on International Student enrollment is available upon request. TOEFL and other language testing is per WLAC requirements. Los Angeles Institute of Architecture and Design does not offer visa services to prospective students from other countries or English language services. LAIAD does not offer English as a Second Language instruction. All instruction occurs in English.

NON-DISCRIMINATION POLICY

No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind based on the above. For information regarding Non-Discrimination or to resolve complaints contact the School Director.

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

The transferability of credits you earn at the Los Angeles Institute of Architecture and Design is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in architecture or interior design is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 Los Angeles Institute of Architecture and Design to determine if your credits will transfer.

LAIAD is not accredited by an accrediting agency recognized by the United States Department of Education. However, LAIAD has a partnership agreement with West Los Angeles College (WLAC), which is a WASC accredited institution, for contract education services. To receive WASC accredited credits for the undergraduate transfer programs at LAIAD, Students must co-enroll at WLAC for architecture courses that are taught at LAIAD. Completed courses will then appear on WLAC (WASC Accredited) transcripts.

TRANSFERABILITY OF CREDIT TO LAIAD

Los Angeles Institute of Architecture and Design does not accept hours or credit earned at other institutions, through challenge examinations or achievement tests, or experiential learning.

LICENSURE

Students should be aware that the academic programs at LAIAD may lead toward the professional practice of architecture in the state of California. Further, students should be aware that to practice architecture in California (or any other state), one must obtain a license. The California Department of Consumer Affairs California Architects Board oversees the licensure of Architects practicing in California. Following is a summary to the licensure requirements / process from the Board's website: http://www.cab.ca.gov/.

California's examination and licensure requirements are more flexible than most other jurisdictions. In reviewing the requirements for licensure, it is important to realize that the process cannot be described by a single set of sequential steps. Instead, obtaining a license in California involves requirements that a candidate can meet in multiple ways. Additionally, each requirement may have several possible entry points at which a candidate may start fulfilling it. Although each candidate's path to licensure may differ, all candidates will complete the process with the necessary knowledge, skills, and ability to be a licensed architect who practices in a way that protects the health, safety, and welfare of Californians. To assess a candidate's knowledge, skills, and ability to perform the services required of a competent architect in California, the Board looks at three separate aspects of an individual's architectural development: education, experience, and examination. No single aspect can accurately measure whether an individual is qualified to be licensed to practice architecture in California.
As outlined below, once a candidate has fulfilled all the necessary requirements, he or she is eligible to receive a license to practice architecture in California. To summarize, those requirements are as follows:

- Eight years of post-secondary education at an NAAB accredited school and/or work experience as evaluated by the Board (including at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction or two years of work experience under the direct supervision of an architect registered in a Canadian province)
- Completion of the Comprehensive Intern Development Program (CIDP) and the Intern Development Program (IDP)
- Successful completion of the Architect Registration Examination (ARE)
- Successful completion of the California Supplemental Examination (CSE)

All possible backgrounds that candidates might have are not described. Individuals whose experience and/or education are not discussed here should contact the Board to learn how licensure requirements apply to their situation.

PROGRAMS

ARCHITECTURE TRANSFER I

Program length varies based on the individual needs of the student:
256 Hours (128 Lecture hours, 128 Lab hours), 12 Semester Credits.

This educational program is not intended to lead directly to employment. It's intended transfer students into professional degree programs that ultimately lead toward gainful employment in the field of Architecture and design, identified by the Bureau of Labor Statistics as Architects, Except Landscape and Naval 17-1011.

Award: Certificate

Educational Objectives: This is a lecture and studio-based transfer program teaching basic architectural design. Through a series of design problems, students develop the conceptual, design and presentation skills necessary to successfully complete and communicate the design of a medium-complexity building. The goal is an ability to integrate concept, site, program, organization, structure, enclosure, circulation, and materials in the formation of architectural solutions. Upon successful completion of this program, students will have acquired experiential knowledge, and will have a portfolio of creative work suitable for applying for advanced standing at schools of architecture and design.

Transferability: LAIAD has a partnership agreement with West Los Angeles College (WLAC), which is a WASC accredited institution, for contract education services. To receive WASC accredited credits for the undergraduate transfer programs at LAIAD, Students must co-enroll at WLAC for architecture courses that are taught at LAIAD. Completed courses will then appear on WLAC (WASC Accredited) transcripts.

Two-Semester Program:

Course	Hours	Semester Credits
ENV 101 – Foundations of Design 1	64	3
ARC 172 – Architectural Drawing 1	64	3
ENV 102 – Foundations of Design 2	64	3
ARC 161 – Introduction to Computer Aided Design	64	3
Total	**256**	**12**

ARCHITECTURE TRANSFER II

Program Length: 256 Hours (128 Lecture hours, 128 Lab hours), 12 Semester Credits
Award: Certificate

This educational program is not intended to lead directly to employment. It's intended transfer students into professional degree programs that ultimately lead toward gainful employment in the field of Architecture and design, identified by the Bureau of Labor Statistics as Architects, Except Landscape and Naval 17-1011.

Educational Objectives: This is a continuation of the lecture and studio-based transfer program above. This program is intended for students who have completed the Architecture Transfer I program and wish to continue their studies with LAIAD for more credit hours prior to transfer. Upon successful completion of this program, students will have added to their experiential knowledge from the Arch I program, and will have additional credit and work in their portfolio suitable for applying for advanced standing at schools of architecture and design.

Transferability: LAIAD has a partnership agreement with West Los Angeles College (WLAC), which is a WASC accredited institution, for contract education services. To receive WASC accredited credits for the undergraduate transfer programs at LAIAD, Students must co-enroll at WLAC for architecture courses that are taught at LAIAD. Completed courses will then appear on WLAC (WASC Accredited) transcripts.

Course	Hours	Semester Credits
ARC 201 – Architectural Design 1	64	3
ARC 160 – Computers for Designers	64	3
ARC 202 – Architectural Design 2	64	3
ARC 162 – Advanced Computer Aided Design	64	3
Total	**256**	**12**

GRADUATE PREPARATION

Program length varies based on the individual needs of the student:
256 Hours (128 Lecture hours, 128 Lab hours), 12 Semester Credits.

This educational program is not intended to lead directly to employment. It's intended transfer students into professional degree programs that ultimately lead toward gainful employment in the field of Architecture and design, identified by the Bureau of Labor Statistics as Architects, Except Landscape and Naval 17-1011.

Award: Certificate

Educational Objectives: This is a lecture and studio-based portfolio development program teaching basic architectural design. This program is intended for students who will apply to graduate level MArch professional programs. Through a series of design problems, students develop the conceptual, design and presentation skills necessary to successfully complete and communicate the design of a simple building. Upon successful completion of this program, students will have acquired experiential knowledge, and will have a portfolio of creative work suitable for applying for MArch programs at schools of architecture and design.

Course	Hours	Semester Credits
ENV 101 – Foundations of Design 1	64	3
ARC 172 – Architectural Drawing 1	64	3
ENV 102 – Foundations of Design 2	64	3
ARC 161 – Introduction to Computer Aided Design	64	3
Total	**256**	**12**

INTERIOR DESIGN TRANSFER 1

Program length varies based on the individual needs of the student:
256 Hours (128 Lecture hours, 128 Lab hours), 12 Semester Credits.

This educational program is not intended to lead directly to employment. It's intended transfer students into professional degree programs that ultimately lead toward gainful employment in the field of Interior Design, identified by the Bureau of Labor Statistics as Interior Designers 27-1025.

Award: Certificate

Educational Objectives: This is a lecture and studio-based transfer program teaching basic interior design. The principles covered in basic design apply to all design professions and therefore the students in the interior design program undertake many of the same projects as students it he architecture program. Through a series of design problems, students develop the conceptual, design and presentation skills necessary to successfully complete and communicate the design of a medium-complexity building. The goal is an ability to integrate concept, program, organization, circulation, and materials in the formation of architectural solutions. Upon successful completion of this program, students will have acquired experiential knowledge, and will have a portfolio of creative work suitable for applying for advanced standing at schools of architecture and/or interior and design.

Transferability: LAIAD has a partnership agreement with West Los Angeles College (WLAC), which is a WASC accredited institution, for contract education services. To receive WASC accredited credits for the undergraduate transfer programs at LAIAD, Students must co-enroll at WLAC for architecture courses that are taught at LAIAD. Completed courses will then appear on WLAC (WASC Accredited) transcripts.
Two-Semester Program:

Course	Hours	Semester Credits
ENV 101 – Foundations of Design 1	64	3
ARC 172 – Architectural Drawing 1	64	3
INTRG 102 – Introduction to Interior Design	64	3
INTRG 106 – Drafting for Interior Design	64	3
Total	**256**	**12**

INTERIOR DESIGN TRANSFER II

Program Length: 256 Hours (128 Lecture hours, 128 Lab hours), 12 Semester Credits
Award: Certificate

This educational program is not intended to lead directly to employment. It's intended transfer students into professional degree programs that ultimately lead toward gainful employment in the field of Interior Design, identified by the Bureau of Labor Statistics as Interior Designers 27-1025.

Educational Objectives: This is a continuation of the lecture and studio-based transfer program above. This program is intended for students who have completed the Interior Design Transfer I program and wish to continue their studies with LAIAD for more credit hours prior to transfer. Upon successful completion of this program, students will have added to their experiential knowledge from the Interior Design I program, and will have additional credit and work in their portfolio suitable for applying for advanced standing at schools of architecture and design.

Transferability: LAIAD has a partnership agreement with West Los Angeles College (WLAC), which is a WASC accredited institution, for contract education services. To receive WASC accredited credits for the undergraduate transfer programs at LAIAD, Students must co-enroll at WLAC for architecture courses that are taught at LAIAD. Completed courses will then appear on WLAC (WASC Accredited) transcripts.

Course	Hours	Semester Credits
INTRG 108A – Residential Space Planning	64	3
INTRG 107 – Color For Interiors	64	3
INTRG 108B – Commercial Space Planning	64	3
INTRG 114 – Interior Design Materials	64	3
Total	**256**	**12**

PORTFOLIO STUDIO

Program Length: 64 Hours (32 Lecture hours, 32 Lab hours), 3 Semester Credits
Award: Certificate

Educational Objectives: This is a lecture and studio-based program that explores the visual communication of formal ideas in greater depth. This program focuses on the skills needed to produce professional quality multi-page documents incorporating 2D graphics, 3D renderings, photographs and text.

Course	Hours	Semester Credits
ARC 160 – Computers for Designers	64	3
Total	**64**	**3**

3D WORKSHOP

Program Length: Varies by Student

Educational Objectives: Today's modeling software makes it possible to create and document architecture in 3D digital files. 3D modeling platforms are able to accumulate CAD data on a massive

scale and it is easier than ever to cooperate on architectural projects using various software. These intense workshops will help you realize your design ideas with 3D modeling tools and render 3D models to a professional level. We will create projects with the following software in this course: (each software workshop could be taken separately)

Sketchup
V-ray for Sketchup
Adobe Photoshop
Rhino 3D

Course	Hours	Semester Credits
ARC 611 – LAIAD 3D Workshop	-	-
Total	**-**	**-**

SUMMER PROGRAM FOR INTERNATIONAL STUDENTS

Program Length: One Month or two Month Program – Varies by Student

Educational Objectives: This one-month program is for International students who wish to develop their design and presentation skills, learn about American graduate programs, and visit local architecture offices and landmarks. Intensive courses in architectural design, 3D modeling (Rhino) and rendering, and Adobe Suite presentation skills.

Course	Hours	Semester Credits
ARC 511 – LAIAD Summer Program for International Students	-	-
Total	**-**	**-**

COURSE DESCRIPTIONS

ENV 101: Foundations of Design 1
(Co-requisite: ARC 172 or ARC 161 - 32 Lecture hours, 32 lab hours, 64 hours total, 3 Credits)

An introduction to the processes of basic design through studio projects addressing the relationship between idea, structure, and form. Design projects are assigned which involve the study of various ordering systems and the creation of 3 dimensional objects that manifest the principles and structures of those systems. Students will begin to understand and work with basic architectural formal language.

ARC 172: Architectural Drawing 1
(Co-requisite: ENV 101 - 32 Lecture hours, 32 lab hours, 64 hours total, 3 Credits)

An introduction to the process of basic architectural analysis and design taught through manual and computer-based drawing. This course involves two-dimensional analysis of a building and the creation of interpretive studies using drawing as a medium of investigation. There is also an emphasis on two-dimensional presentation techniques.

ENV 102: Foundations of Design 2
(Prerequisite: ENV 101. Co-requisite: ARC 172 or ARC 161 - 32 Lecture hours, 32 lab hours, 64 hours total, 3 Credits)

ENV 102 is a continuation of ENV 101. An introduction to the processes of basic architectural design through studio projects addressing the relationship between idea, structure, function, and form. Design projects are assigned that involve concepts such as hierarchy, transition and connection as they relate to simple spatial constructs. The development of a clear relationship between architectural form language and spatial idea is stressed.

ARC 161: Introduction to Computer Aided Design
(Co-requisite: ENV 102 - 32 Lecture hours, 32 lab hours, 64 hours total, 3 Credits)

ARC 161 is an introduction to computer-based architectural communication utilizing multiple 2D and 3D computer applications. This course builds on the principles taught in 111B involving two-dimensional analysis and interpretive studies using drawing as an integral part of the design process. This course culminates with the development of graphic design principles and portfolio development. Computer applications used to manipulate images and organize multipage documents are introduced.

ARC 201: Intermediate Architectural Design 1
(Prerequisite: Arch 211A or Arch 201 Co-requisite: Arch 311B - 32 Lecture hours, 32 lab hours, 64 hours total, 3 Credits)

Arch 311A is a continuation of Arch 211A. The conditions, principles and issues that are considered in the decision making process of architectural design are studied in the context of studio projects. This course involves the integration of architectural issues like program, site and context into design solutions. The development of a personal architectural design process and form language is stressed.

ARC 160: Intermediate Architectural Drawing 1 / Digital Communication
(Co-requisite: Arch 311B - 32 Lecture hours, 32 lab hours, 64 hours total, 3 Credits)

Arch 311B is a continuation of Arch 211B. This course continues the development of architectural drawing and computer modeling as a means of communication. More advanced computer-based drawing and presentation techniques are presented. Students continue to develop 3D computer modeling and rendering skills, and continue to explore graphic design techniques and develop their portfolios.

ARC 202: Intermediate Architectural Design 2
(Prerequisite: Arch 311A Co-requisite: Arch 411B - 32 Lecture hours, 32 lab hours, 64 hours total, 3 Credits)

ARC 202 is a continuation of ARC 201. Architectural design projects are assigned that require students to consider increasingly complex architectural programs, site conditions and ordering ideas. Function and program begin to be understood as ordering ideas and form determinants.

ARC 162: Intermediate Architectural Drawing 2 / Digital Communication
(Co-requisite: Arch 411B 32 Lecture hours, 32 lab hours, 64 hours total, 3 Credits)

ARC 162 is a continuation of Arch 311B. This final 2D course continues the development of architectural drawing and computer modeling as an integral part of the design process and a means of communication, Additional 3D computer modeling and rendering applications are introduced. Students continue to explore graphic design techniques and develop their portfolios.

ACADEMIC POLICIES

CLOCK HOURS / CREDITS

Clock hours reflect the total number of hours spent in the classroom. One clock hour is equal to 50 minutes of instruction in a 60-minute period.

One semester credit is equal to 15 hours of classroom instruction and time outside of the classroom instruction for studying and working on projects.

STANDARDS OF SATISFACTORY PROGRESS

All students are required to maintain satisfactory progress toward the completion of their program of study. Students must maintain progress that will lead to completion of the program within 150% of the stated course length.

Student progress is evaluated at the end of each course. Progress is based on obtaining a 70% in each course. Failure to achieve a 70% in a course will result in a meeting with the instructor where an action plan will be developed with the student. Students who do not receive a 70% grade in a course will be required to complete make-up work or repeat the course.

PROBATION

Students who do not receive 70% grade in a course and are required to repeat the course and will be placed on academic probation for that course. A student who fails probation is subject to dismissal (see below) or secondary probation (one additional course). Repeating a course will extend the scheduled graduation date.

DISMISSAL

A student shall be subject to dismissal from the program when any of the following occurs:

- Student who fails to maintain satisfactory progress while on secondary probation

- Failure to abide by the rules and regulations of the institution
- Absences in excess of maximum set forth by the institution
- Failure to meet financial obligations to the School.
- The student has failed to attend class for 75% in two weeks.

GRADING SYSTEM

All grades are based on the numerical system. Students are graded on the level of success and level of completion obtained in their studio projects as well as attendance and contribution to the design studio.

GRADING SCALE

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = (FAIL) BELOW 60

ATTENDANCE POLICY

Students are expected to attend all classes as scheduled. Students must attend 75 percent of the scheduled class hours or grades may be reduced, as stated on the course syllabus.

Students **tardy** or otherwise not present for more than 15 minutes of any class hour are considered absent for that class hour. Tardiness count against the student as stated herein, for it adds to the student's absence.

A student whose absence rate is greater than 25% will be warned in writing to correct the matter. Failure to attend class and return the attendance rate to a minimum of 75%, within two weeks will be grounds for dismissal.

Make-up work may be required for any absence or a course grade under 70%. Make-up work must be arranged by the student with the individual instructor or the school director.

Should your circumstances be such that a **leave of absence** is needed, please submit an application for a leave of absence to the school director. At the school director's discretion, 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 school director or his/her assignee may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required. A student will not be eligible for more than one leave of absence per calendar year. A leave of absence may be granted for a maximum of 120 calendar days per calendar year.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absences and tardiness will be recorded.

WITHDRAWAL

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 75% in two weeks.

STUDENT CONDUCT POLICY

Students shall at all times conduct themselves in an exemplary manner, both in and out of school. A student may be dismissed for:

1. Unsatisfactory progress.
2. Being under the influence of, or in the possession of, alcohol or illegal drugs of any kind.
3. Insubordination and/or intolerable conduct.
4. Willful abuse of school equipment or property.
5. Excessive absenteeism.
6. Failure to make payments on dates due.

GRADUATION REQUIREMENTS

Minimum standards for successful completion require that a student maintain a 70 percent (C average) or higher cumulative grade average and 75 percent attendance.

The candidate for graduation must:

1. Have successfully completed all specified requirements for the certificate.
2. Have earned a cumulative grade average of at least 70% in each area of training.
3. Have maintained a cumulative attendance rate of at least 75%.
4. Be free from all indebtedness to the school or have made satisfactory arrangements for the payment of tuition and fees.

STUDENT SERVICES

STUDENT ID CARDS

Students will receive a LAIAD picture identification card during their initial semester of enrollment. ID cards are provided for the use of the enrolled student only and will valid for approximately two years from date of issue. Initial ID cards will be provided free of charge. Lost, stolen or damaged ID cards may be replaced for $20.00.

HOUSING

Los Angeles Institute of Architecture and Design does not assume responsibility for student housing for a full year. LAIAD does provide a furnished apartment option for the months of June, July and August. Rent is payable to LAIAD who pays a third-party on behalf of LAIAD students.

LAIAD does not have dormitory facilities under its control, nor offers student housing assistance outside of the furnished apartment option. According to rentals.com for Los Angeles, CA rental properties are approximately $1,500.00 per month.

LIBRARY

Los Angeles Institute of Architecture and Design does not maintain a library. Students may access the internet or public libraries for additional resources and are encouraged to form study groups to share creative ideas. The closest public library is walking distance from our classroom location.

Pio Pico - Koreatown Branch Library
http://www.lapl.org/branches/pio-pico-koreatown

ADDRESS:

694 S. Oxford Avenue
Los Angeles, CA 90005
PHONE: (213) 368-7647

HOURS:
Mon:10:00 AM - 8:00 PM
Tues:12:00 PM - 8:00 PM
Weds:10:00 AM - 8:00 PM
Thurs:12:00 PM - 8:00 PM
Fri:9:30 AM - 5:30 PM
Sat:9:30 AM - 5:30 PM
Sun:Closed

ACADEMIC ADVISING

All students may discuss programs and courses with the school director as needed. An appointment is required.

TUTORING

Students who experience difficulty or who have learning disabilities will be provided assistance in locating qualified tutors. Interested students should contact the school director.

EMPLOYMENT ASSISTANCE

Employment assistance is not provided. Programs are designed to prepare students to transfer or enroll in programs in the architecture or interior design fields. It is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.

GRIEVANCE PROCEDURE

This school is dedicated to fair dealing and professional conduct. Should any student have a grievance, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the school director who will work to resolve the matter. That school director will investigate all formal (written) complaints,

endeavor to resolve all such complaints, and record an entry into the school's grievance log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The school director will notify the student of the decision reached in writing within 10 business days.

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.

ADMINISTRATIVE POLICIES

CATALOG

Information about Los Angeles Institute of Architecture and Design is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. The Los Angeles Institute of Architecture and Design reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Los Angeles Institute of Architecture and Design, the Student agrees to abide by the terms stated in the catalog and all school policies.

STUDENT RECORDS/RIGHT OF PRIVACY

The federal right of privacy act enables all students to review their academic records, including grades, attendance, and advising reports. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading you may request that the errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter.

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

RECORD MAINTENANCE

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

SEXUAL HARASSMENT

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 this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Los Angeles Institute of Architecture and Design, 3580 Wilshire Blvd., Suite 1180, Los Angeles, CA 90010. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an enrollment fee not to exceed $250.00, and less any deduction for books or supplies not returned in new condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. See refund policy below.

REFUND POLICY

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution, in writing, of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

The student has the right to cancel and receive a full refund, less an enrollment fee not to exceed $250.00. See students right to cancel, above.

If the student withdraws from the program after the cancelation period and before completing more than 60% of the scheduled hours, the student will receive a pro rata refund. The refund amount will equal to the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

TUITION AND FEES

All tuition and fees are payable prior to the commencement of classes unless other arrangements are made. For students who may require assistance with paying for the course, agency assistance or tuition loans from private companies may be available to those who qualify. You are responsible for tuition and fees. The school does not participate in federal or state financial aid programs.

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Tuition and Fee schedule shown below indicate tuition for each period of attendance (Semester 1, Semester 2), and the cost of the entire educational program - shown in blue, below.

ARCHITECTURE PROGRAM

ARCHITECTURE TRANSFER I (12-CREDIT) (2 Semester)

	Registration Fee α	STRF α*	Tuition	Total
CA RESIDENT				
Semester 1 (Current Period)	$150	$0	$3,860.00	$4,010.00
Semester 2	$0	$0	$3,860.00	$3,860.00
Total Cost of the Entire Program (CA RESIDENT)				**$7,870.00**
NON-RESIDENT				
Semester 1 (Current Period)	$150	$0	$5,630.00	$5,780.00
Semester 2	$0	$0	$5,630.00	$5,630.00
Total Cost of the Entire Program (NON-RESIDENT)				**$11,410.00**
INTERNATIONAL				
Semester 1 (Current Period)	$150	$0	$5,630.00	$5,780.00
Semester 2	$0	$0	$5,630.00	$5,630.00
Total Cost of the Entire Program (INTERNATIONAL)* **				**$11,410.00**

α : Registration Fee and STRF are Non-Refundable

ARCHITECTURE TRANSFER II (12-CREDIT) (2 Semester)

Note: Architecture Transfer I is a Prerequisite

	Registration Fee α	STRF α*	Tuition	Total
CA RESIDENT				
Semester 1 (Current Period)	$0	$0	$3,860.00	$3,860.00
Semester 2	$0	$0	$3,860.00	$3,860.00
Total Cost of the Entire Program (CA RESIDENT)				**$7,720.00**
NON-RESIDENT				
Semester 1 (Current Period)	$0	$0	$5,630.00	$5,630.00
Semester 2	$0	$0	$5,630.00	$5,630.00
Total Cost of the Entire Program (NON-RESIDENT)				**$11,260.00**
INTERNATIONAL				
Semester 1 (Current Period)	$0	$0	$5,630.00	$5,630.00
Semester 2	$0	$0	$5,630.00	$5,630.00
Total Cost of the Entire Program (INTERNATIONAL)* **				**$11,260.00**

α : Registration Fee and STRF are Non-Refundable

GRADUATE PREPARATION PROGRAM

GRADUATE PREPARATION (12-CREDIT) (2 Semester)

	Registration Fee α	STRF α*	Tuition	Total
CA RESIDENT				
Semester 1 (Current Period)	$150	$0	$3,500.00	$3,650.00
Semester 2	$0	$0	$3,500.00	$3,500.00
Total Cost of the Entire Program (CA RESIDENT)				**$7,150.00**
NON-RESIDENT				
Semester 1 (Current Period)	$150	$0	$3,500.00	$3,650.00
Semester 2	$0	$0	$3,500.00	$3,500.00
Total Cost of the Entire Program (NON-RESIDENT)				**$7,150.00**
INTERNATIONAL				
Semester 1 (Current Period)	$150	$0	$5,630.00	$5,780.00
Semester 2	$0	$0	$5,630.00	$5,630.00
Total Cost of the Entire Program (INTERNATIONAL)* **				**$11,410.00**

α : Registration Fee and STRF are Non-Refundable

INTERIOR DESIGN PROGRAM

INTERIOR DESIGN I (12-CREDIT) (2 Semester)

	Registration Fee ᵅ	STRF ᵅ*	Tuition	Total
CA RESIDENT				
Semester 1 (Current Period)	$150	$0	$3,860.00	$4,010.00
Semester 2	$0	$0	$3,860.00	$3,860.00
Total Cost of the Entire Program (CA RESIDENT)				**$7,870.00**
NON-RESIDENT				
Semester 1 (Current Period)	$150	$0	$5,630.00	$5,780.00
Semester 2	$0	$0	$5,630.00	$5,630.00
Total Cost of the Entire Program (NON-RESIDENT)				**$11,410.00**
INTERNATIONAL				
Semester 1 (Current Period)	$150	$0	$5,630.00	$5,780.00
Semester 2	$0	$0	$5,630.00	$5,630.00
Total Cost of the Entire Program (INTERNATIONAL)* **				**$11,410.00**

ᵅ : Registration Fee and STRF are Non-Refundable

INTERIOR DESIGN II (12-CREDIT) (2 Semester)

Note: Interior Design I is a Prerequisite

	Registration Fee ᵅ	STRF ᵅ*	Tuition	Total
CA RESIDENT				
Semester 1 (Current Period)	$0	$0	$3,860.00	$3,860.00
Semester 2	$0	$0	$3,860.00	$3,860.00
Total Cost of the Entire Program (CA RESIDENT)				**$7,720.00**
NON-RESIDENT				
Semester 1 (Current Period)	$0	$0	$5,630.00	$5,630.00
Semester 2	$0	$0	$5,630.00	$5,630.00
Total Cost of the Entire Program (NON-RESIDENT)				**$11,260.00**
INTERNATIONAL				
Semester 1 (Current Period)	$0	$0	$5,630.00	$5,630.00
Semester 2	$0	$0	$5,630.00	$5,630.00
Total Cost of the Entire Program (INTERNATIONAL)* **				**$11,260.00**

ᵅ : Registration Fee and STRF are Non-Refundable

PORTFOLIO STUDIO

Note: Graduate Preparation, Arch I or Interior design I is a Prerequisite

	Registration Fee α	STRF α*	Tuition	Total
Per Semester (Current Period)	$0	$0	$1,750.00	$1,750.00
Total Cost of the Entire Program (CA RESIDENT)				**$1,750.00**

α : Registration Fee and STRF are Non-Refundable

SUMMER DESIGN PROGRAM FOR INTERNATIONAL STUDENTS

SDP-21 OR S2 (120-Hours) (1 Month)

	Registration Fee α	STRF α*	Tuition + Housing	Total
Per Semester (Current Period)	$500	$0	$8,250.00	$8,750.00
Total Cost of the Entire Program (INTERNATIONAL)				**$8,750.00**

α : Registration Fee and STRF are Non-Refundable

SDP-21 OR S3 (240-Hours) (2 Month)

	Registration Fee α	STRF α*	Tuition + Housing	Total
Per Semester (Current Period)	$500	$0	$12,000.00	$12,500.00
Total Cost of the Entire Program (INTERNATIONAL)				**$12,500.00**

α : Registration Fee and STRF are Non-Refundable

* $.00 for every $1,000 rounded to the nearest $1,000. Note: The Student Tuition Recovery Fund (STRF) is currently fully funded and therefor, not requiring fees at this time. STRF assessment may be adjusted by the BPPE at a later date.

*** International students who wish to attend Los Angeles Institute of Architecture and Design (LAIAD) and who require a student visa must enroll through West Los Angeles College (WLAC) for LAIAD courses (6 units per semester at LAIAD) and must also take a minimum of 6 units per semester at WLAC (12 units per semester total). The cost for the 6 units at LAIAD is listed above. The approximate cost for 6 units at WLAC for International students is $1440 per semester. See Foreign Students section above.

LAIAD has no required textbooks, however, there is suggested reading material associated with each course. The cost of reading material may vary significantly based on availability and student resourcefulness.

LAIAD programs require supplies that are not provided by LAIAD nor included in tuition. A list of supplies is provided on the first day of class. First course supplies include a one-time purchase of tools which are estimated to cost about $350.00 and a per course cost estimated to be $50.00 for materials.

ADDITIONAL FEES, IF APPLICABLE

- A lost, stolen or damaged ID cards may be replaced for $25.00.
- Official Transcript $25.00 per mailing address.
- Furnished Apartment available the months of June, July and August only. $2,000.00 per month. **Non-refundable upon receipt.** Payment submitted by LAIAD to third-party.

FINANCIAL AID

LAIAD does not participate in federal and State financial aid programs. Financial aid may be available through West Los Angeles College. LAIAD has a partnership agreement with West Los Angeles College (WLAC), for contract education services. To receive financial aid for programs at LAIAD, Students must co-enroll at WLAC for architecture courses that are taught at LAIAD.

TRANSCRIPT

Unofficial LAIAD transcripts will be provided to the student, free of charge, one per semester. Official transcripts must be requested through LAIAD's online request and verification form and must be mailed directly by LAIAD. Official transcript fee is $25 per mailing address. Two copies will be included with each mailing, unless requested otherwise. Transcripts are typically sent 4-5 days after receipt of payment. No transcripts will be issued until all tuition and other fees due the institution are paid current.

STUDENT TUITION RECOVERY FUND

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.

MANAGEMENTAND FACULTY

William Taylor, FAIA
Founding Director / Design Faculty

William Taylor, FAIA has more than 30 years of experience in architecture and architectural education. William is also a founding principal of TFO Architecture, a design practice involved with a variety of local, regional, and international projects. Prior to founding LAIAD in 2001, Mr. Taylor has been a design professor at Harvard University and the University of Houston, and a Design Professor and First year Coordinator at Cal Poly Pomona.

Mr. Taylor holds a Master of Architecture degree from Cranbrook Academy of Art and his Bachelor of Architecture from Virginia Polytechnic Institute.

Mr. Taylor has published a catalog of his work entitled Instrumental Associations and has been featured in this country and abroad in magazines such as L'Arca, Arkkitehti, and A+U. He has exhibited his work internationally, including the Venice Biennale, the Milan Triennale, the Pompidou Center and the Museum of Finnish Architecture, where he is part of the permanent collection.

Mr. Taylor, FAIA, was recently elevated to the AIA College of Fellows on the basis of his work in education and his awards include a recent AIA Educator of the Year award, an AIA/LA Honor Award, a Fulbright - Hays Fellowship, and a Virginia Museum of Art Fellowship.

Carl Smith, AIA
Co-Director / Design Faculty

Carl Smith, AIA has taught architecture and design for over 15 years at various educational levels ranging from first to fifth year at Cal Poly Pomona and LAIAD. He has been a visiting critic at many institutions including SciARC, Woodbury, Otis, USC and Cal State Long Beach.

Mr. Smith received his bachelor's degree in Architecture from Cal Poly Pomona in 1997. He was a founding member of Telemachus Studio in 1995, which was an off-campus design collective and studio that focused on the exploration of the threshold between the digital and analog design methodologies.

Mr. Smith is a licensed architect and licensed contractor. He currently heads an architectural design practice, Telemachus Studio, and design, fabrication, and construction company, Telemachus Fabrication. Telemachus Studio is an award winning architecture firm with numerous on-going and built projects throughout the Los Angeles area.

Sean Finn, Architect
Communications / Design Faculty

Sean Finn received a Master's Degree in Architecture with Distinction from SCIArc in 2001. He received his Bachelor's of Science in Architecture from the University of Virginia in 1995. Sean has taught at SCIArc and at UVA, and has been a visiting critic at Woodbury University and the University of Southern California. Sean is currently an Associate at DesignARC in Los Angeles. At the LAIAD, Mr. Smith teaches drawing and various computer applications as they relate to design.

Alan Guillen
Communications / Design Faculty

Alan Guillen earned his Bachelor of Architecture from The Southern California Institute of Architecture (SCIArc) in 2008. Alan is currently an Assistant Designer on various restaurant and hospitality projects for Spacecraft Design Group, a Hollywood based design and construction firm. At the Los Angeles Institute of Architecture and Design, Mr. Smith has instructed courses on various computer applications as they relate to design, practice, and Focusing on implementation of the architectural language through those various mediums.

CONSUMER PROTECTION

Los Angeles Institute of Architecture and Design does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not ever filed a petition within the preceding five years, or has LAIAD had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.