

# **HOLLYWOOD CULTURAL COLLEGE**

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

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

Website: [www.hccollege.edu](http://www.hccollege.edu)

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



## **Catalog**

**January 1, 2026 to December 31, 2026**

## TABLE OF CONTENTS

ITEM	PAGE
School Location and Instructional Address	1
Approvals	1
Questions	1
Review Documents	1
Mission and Objectives	1
Facilities	1
Admissions Information	1
<i>Admissions Policy</i>	1
<i>Admissions by Exception</i>	2
<i>Equal Opportunity Policy</i>	2
<i>Visa Related Services and Language Instruction</i>	2
<i>Language of Instruction</i>	2
Recognition of Credits	2
Transfer of Credit Policy	3
Attendance Policy/Student Conduct	3
Transfer Between Programs Policy	4
Orientation	4
Teachers/Student Radio	4
Academic Programs	4
<i>Radio Broadcasting</i>	4,5,6,7
<i>Radio Digital Production</i>	7,8,9
Satisfactory Academic Progress (SAP)	9
<i>Qualitative Standard</i>	10
<i>Quantitative Standard</i>	10
<i>Maximum Time Frame</i>	10
<i>Increments of Evaluation</i>	10
<i>Academic Warning/Dismissal</i>	10
Appeal Process/Probation	10
How to Re-Establish Financial Aid	11
Graduation Requirements	11
Licensure Requirements	11
Faculty	11
Student's Right to Cancel	12
<i>Cancellation Policy</i>	12
<i>Withdrawal Policy</i>	12
<i>Refund Policy</i>	13
<i>Refund to Title IV Funds Policy</i>	13
Academic Probation and Dismissal Policy	14
Charges: Tuition and Fees	14
Financial Assistance	14

Financial Stability – Bankruptcy History	14
Placement Policy	14
Student Tuition Recovery Fund Policy (STRF)	14
Notice Concerning Transferability of Credits	15
Distribution and Catalog Revision Policy	15
Visa Related Services	16
Language of Instruction	16
Experiential Credit	16
Library	16
Student Services	16
Student Housing	16
Grievance Policy	16
FERPA – Family Educational Rights and Privacy Act	17
Drug and Alcohol Prevention Policy	17
Federal Study Financial and Penalties for Drug Violations	17
Peer-to-Peer Sharing and Copyrighted Material	17
Student's Right to Access and Record Retention Policy	17
Non-Discrimination Policy	17
Academic Freedom	18
Sexual Harassment	18
Academic/School Year Holidays	18
English As a Second Language (ESL) Instruction	18
Force Majeure	18
Disabled Students	18
Sexual Harassment	18
Parking	19

## **SCHOOL LOCATION AND INSTRUCTIONAL ADDRESS**

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

## **ACCREDITATION, STATE LICENSING AND APPROVALS**

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. Hollywood Cultural College is approved to train State Vocational Rehabilitation Students.

Hollywood Cultural College is approved by the U.S. Department of Education to participate in Title IV programs for eligible students.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov/>.

## **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 **1747 N, Market Blvd. Ste 225 Sacramento, CA 95834**, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://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 60 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.

## **ADMISSIONS 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.

The college does reserve the right to deny admission to any applicant who does not successfully meet admissions requirements.

## **ADMISSIONS POLICY**

### **Admission Requirements**

Hollywood Cultural College recruits and admits students who have the potential to successfully complete the educational programs. The College utilizes the Scholastic Level Exam as an entrance examination for students. To be eligible for admission to any programs a prospective student must meet the following requirements:

- All prospective applicants must be at least 18 years old and must have a high school diploma, GED or its recognized equivalent. Applicants of age 16 who have graduated from high school, passed the General Education Development (GED) or the California High School Proficiency Exam (CHSPE), and/or completed secondary school through home schooling as defined by California State Law.
- High school diplomas from online providers may not be considered sufficient for admission. In some cases, a college degree may substitute for a high school diploma or its equivalent. In these cases, written proof of the degree (diploma or transcript) must be provided. Applicants with high school diploma or transcript in languages other than English must provide a translation from a translation service approved in the United States for legal government documents.
- All applicants must complete and sign an enrollment agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
- Students with special needs should contact the Director of School prior to the admissions process to determine how those needs can be reasonably accommodated during the admissions and enrollment process, as well as in the classroom.

The College does reserve the right to deny admission to any applicant who does not successfully meet admissions requirements.

### **Admission Process**

Prospective students may apply for admission to the college by making an appointment to visit the Admissions Office; applicants will be interviewed by the Admissions Advisor to ascertain their interest and previous educational and professional experience.

Prospective students will then receive a tour of the facility and have an opportunity to ask any questions they may have. If a prospective student should choose to seek enrollment in one of the college's programs, he/she will be required to provide a high school diploma or equivalent graduation to the Admissions Office.

Upon completion of the entrance examination, the test will be graded. If the prospective student, achieves a passing grade per the requirement of the chosen program, he/she will be directed to meet with the Financial Aid Office and Student Services Office for pre-qualification.

When the prospective student completes all the necessary requirements and signs the enrollment agreement, the applicant will be admitted to the program at the next available start date.

## **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 needs to send a letter to the Director 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.

## **EQUAL OPPORTUNITY POLICY**

Hollywood Cultural College does not discriminate based on sex (including gender), race, color, religion, marital status, national origin, ethnic background and religious affiliation. In accordance with Section 504 of the Rehabilitation Act & American with Disabilities Act (ADA), Hollywood Cultural College abides by the regulation that "no otherwise disabled individual" shall be excluded from participation in programs and services offered by the College "solely by reason of disability."

## **VISA RELATED SERVICES AND LANGUAGE INSTRUCTION**

The College does not offer visa services to prospective students from other countries or English language services.

## **LANGUAGE OF INSTRUCTION**

Instruction is currently delivered in the Spanish language only.

The school evaluates the student's language when they arrive at the campus to ask for information.

## **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 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.

## **ATTENDANCE POLICY/STUDENT CONDUCT**

**Hollywood Cultural College expects students to attend school every day. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in a highly competitive job market. Good attendance is a fundamental element of successful career preparation.**

### **Attendance**

Students must attend classes according to their established schedules. Frequent tardiness and unexcused absences are cause for placing a student on academic warning. To be considered for graduation, the student must complete a cumulative attendance of 90% of the required number of clock hours in the program. Students whose cumulative attendance fall below 90% will be placed on warning and are allowed a maximum of 30 days to bring their cumulative attendance to 90%. If attendance is not achieved at the conclusion of the warning period, students will be terminated.

A student who fails to attend class for fourteen (14) consecutive calendar days will be terminated from the program.

### **Absences**

Absences will be considered as excused under the following circumstances: Illness, death or birth in the immediate family and other reasons substantiated in writing. Students are advised to the call the school and inform their Instructor and the Registrar of their absence. Excused absences must be made up to maintain the 90% attendance requirement to maintain satisfactory academic progress.

## **Tardiness**

Excessive tardiness can result in suspension from a class. A tardy is any time missed from class up to ten minutes, due to late arrival or early departure.

Day students may have no more than 4 tardies in a 30-hour class. Evening students may have no more than 3 tardies in a 20-hour night class.

## **Attendance Warning**

If a student does not have a cumulative attendance of at least 90% at the end of any evaluation period, he/she will be placed on Academic Warning for the next evaluation period. If attendance requirements are not met in the following period, the student may be dropped from the school.

## **Appeals**

Students have five (5) days to submit an attendance appeal. In the absence of evidence to the contrary, the instructor's attendance roster will stand. Showing that you were in part of the class, may not indicate you attended the full class. You have five (5) days to appeal errors in attendance. After that time, the roster will stand as written. Data-entry errors may be corrected at any time.

## **Tracking**

Student's attendance is recorded daily at the start of every class by the instructor, who submits the class attendances to the Registrar for recording in the student electronic record. For any questions regarding attendance, students are advised to direct them first to the instructor, who will consult with the Registrar if necessary and/or make adjustments if error has been made.

## **Leave of Absence**

Hollywood Cultural College may grant a leave of absence for emergency situations such as: serious illness, debilitating injury, death in the immediate family, etc.

A student may request a leave of absence for a maximum period of up to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the leave of absence does not exceed this limit.

Leave of absence must be requested in writing, using the leave of absence form, which should be submitted along with the reason and estimate of the time required for the leave prior to beginning the leave. If a student leave of absence is taken after class has started, the student will have to repeat that course or courses completely at no additional charge to the student. Taking a leave of absence extends the student's graduation date and does not count towards the diploma completion time.

***If the student does not return after the time approved on his/her request, he/she will be dropped from Hollywood Cultural College.***

## **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 another 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.

#### **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 concern's students may have.

#### **TEACHER/STUDENT RATIO**

The teacher/student ratio averages 20 students per instructor.

### **ACADEMIC PROGRAMS**

**Class Schedule: Morning:** Mon –Fri/10:00am-2:00pm; **Afternoon:** 2:00pm-6:00pm; **Evening:** Mon.-Fri./6:00pm-10:00pm.

**RADIO BROADCASTING PROGRAM OUTLINE:** The curriculum involves 900 hours of training. The program is taught in Spanish. The course includes extensive instruction and practical experience in, Hybrid and online, 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</b> <b>Textbook: Television and Radio Announcing</b> <b>Publisher: Pearson</b> <b>Authors: Hyde/Ibrahim</b> <b>CIP Code: 10.0202</b> <b>SOC Code: 27-3011</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Instructional Clock Hours</b>
History of Radio Broadcasting	30	30	60
Introduction to terminology of equipment and procedures	20	0	20
Vocalization	20	40	60
Reading and writing Broadcast Copy	30	30	60
Publicity Sales and Campaigns I	40	40	80
Speaking and Master of Ceremony	30	40	70
FCC Rules and Regulations	20	40	60
Musical Programming	35	40	75
Commercial Production I	30	50	80
Interviews	40	60	100
Sports	40	60	100
Journalism	40	50	90
Improvisation	0	40	40
Finals exams	0	5	5
<b>Total</b>	<b>375</b>	<b>525</b>	<b>900</b>

<b>Class Title: RADIO BROADCASTING HYBRID</b> Textbook: Television and Radio Announcing Publisher: Pearson Authors: Hyde/Ibrahim CIP Code: 10.0202 SOC Code: 27-3011	<b>Lecture Hours</b>	<b>Distant Education</b>	<b>Lab Hours</b>	<b>Total Instructional Clock Hours</b>
History of Radio Broadcasting	30	X	30	60
Introduction to terminology of equipment and procedures	20		0	20
Vocalization	20		40	60
Reading and writing Broadcast Copy	30	X	30	60
Publicity Sales and Campaigns I	40		40	80
Speaking and Master of Ceremony	30	X	40	70
FCC Rules and Regulations	20	X	40	60
Musical Programming	35		45	75
Commercial Production I	30	X	50	80
Interviews	40	X	60	100
Sports	40		60	100
Journalism	40	X	50	90
Improvisation	0		40	40
Finals exams	0		5	5
<b>Total</b>	<b>375</b>		<b>525</b>	<b>900</b>

<b>Class Title: RADIO BROADCASTING ONLINE</b> Textbook: Television and Radio Announcing Publisher: Pearson Authors: Hyde/Ibrahim CIP Code: 10.0202 SOC Code: 27-3011	<b>Lecture Hours</b>	<b>Distant Education</b>	<b>Lab Hours</b>	<b>Distant Education</b>	<b>Total Instructional Clock Hours</b>
History of Radio Broadcasting	30	X	30	X	60
Introduction to terminology of equipment and procedures	20	X	0	X	20
Vocalization	20	X	40	X	60
Reading and writing Broadcast Copy	30	X	30	X	60
Publicity Sales and Campaigns I	40	X	40	X	80
Speaking and Master of Ceremony	30	X	40	X	70
FCC Rules and Regulations	20	X	40	X	60
Musical Programming	35	X	45	X	75
Commercial Production I	30	X	50	X	80
Interviews	40	X	60	X	100
Sports	40	X	60	X	100
Journalism	40	X	50	X	90
Improvisation	0		40	X	40
Finals exams	0		5	X	5
<b>Total</b>	<b>375</b>		<b>525</b>		<b>900</b>

## **History of Radio Broadcasting (60 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.

## **Vocalization (60 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.

## **Reading and Writing Broadcast Copy (60 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

## **Publicity Sales and Campaigns I (80 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.

## **Speaking and Master of Ceremony (70 Hours)**

The student learns everything that is oratory and master 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.

## **FCC Rules and Regulations (60 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 EAS test.

## **Musical Programming (75 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.

## **Commercial Production I (80 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.

### **Interviews (100 Hours)**

Classification of the interviews, application of interview techniques to the radio, field research, interview planning, agenda and basic questionnaire. How to secure 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.

### **Sports (100 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.

### **Journalism (90 Hours)**

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

..

### **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.

### **Final exams (5 Hours)**

Always accompanied by the teacher, students will do all the final exams requiring to be graduate.

**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 900 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</b> <b>Textbook: Digital Radio Production</b> <b>Publisher: Waveland Press, Inc.</b> <b>Author: Donald W. Connelly</b> <b>CIP Code: 10.0202</b> <b>SOC Code: 27-3011</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	10	60
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 I – Digital Production		120	120
Lab II – Digital Production		240	240
<b>Total</b>	<b>900</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 (60 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 standout 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 I – Digital Production Studio (120 Hours)**

### **Lab II – Digital Production Studio (240 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

### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Hollywood Cultural College recognizes its obligation to ensure that enrolled students have the ability to successfully complete their program. Students must comply with the satisfactory academic progress requirements established in the catalog. The elements of satisfactory academic progress (SAP) include the qualitative component - grade point average (GPA), quantitative component - attendance, increments for evaluation, and maximum time frame. The programs are measured in clock hours. A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes if instruction, recitation, laboratory or other academic work-related work.

#### **Qualitative Standard**

All students must have a minimum "C" grade point average (GPA) or equivalent by graduation. A "C" grade point average is equivalent to a minimum of 2.0 on a 4.0 scale, or a 70% on a 100% scale.

#### **Quantitative Standard**

Students must achieve a minimum passing rate of 67% of all clock hours attempted at 100% of the program length to make quantitative progress toward completion of program.

#### **Maximum Time Frame**

All students must complete their program of study within one and one-half time or 150% of the published length of the program. Transfer credits are included in the maximum time frame calculation. At the end of 150% of the normal length, student must maintain a grade point average of 2.0 and complete 100% of the total program credits. For example, a student attending the Radio Broadcasting program with 900 clock hours has a maximum time frame of 1440 clock hours to complete the program.

#### **Increments of Evaluation**

The student must progress toward completion of the program within a specified time frame. Students are required to complete the program within one and a half time the length of the time normally scheduled programs. Students' grades are measured at the end of the first 25% of the normal length, students must maintain a grade point average of 2.0 and completed a minimum of 15% of the program clock hours. At the end of midpoint, 50% of the normal program length, students must maintain a grade point average of 2.0 and complete a minimum of 25% of the total program clock hours. At the end of 75% of the normal program length, students must maintain a grade point average of 2.0 and complete a minimum of 50% of the total program clock hours. At the end of 100% of the normal length, students must maintain a grade point average of 2.0 and complete a minimum 75% of the total program clock hours.

#### **Academic Warning/Dismissal**

If a student fails to maintain the required academic progress at the end of term of evaluation period, he/she will be placed on Academic Warning for the next term evaluation period. The student must attain the required GPA and number and achieve the clock hours during the warning period, or he/she will no longer be eligible for financial aid and may be dismissed from the school. The student is eligible

for financial aid during his/her warning status. At the end of the warning status period, if the minimum GPA requirements have not been met, financial aid benefits will be terminated.

### **Appeal Process/Probation**

Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of his/her dismissal within 5 calendar days of receipt of the dismissal notice. The appeal should be addressed to the Director of Education or her designee and must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining the satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan will be provided to the student which clearly identifies viable plan for the student to successfully complete the program within the maximum timeframe allotted.

The Appeal Committee, composed of the Director of Education, the Department Coordinator and the Registrar will examine all appeals. The student will be sent the committee's written decision within 5 calendar days of the receipt of the appeal. The decision of the committee is final.

Student's reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue probation as long as he/she meets the term of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory status is regained.

### **How to Re-Establish Financial Aid**

If financial aid is terminated, the student can re-establish their financial aid once they have 2.0 cumulative grade point average (SAP) and are within the maximum time frame for completion of the program.

### **Termination due to SAP**

Students must maintain a cumulative GPA of 2.0 (C or 70%) or better to maintain satisfactory progress. Otherwise, a student will be terminated for violating Satisfactory Academic Progress (SAP) standards.

### **Course Repetitions**

All students must retake required courses in which an "F" grade was received in order to graduate. Students may retake/repeat a course once with no additional fees, to earn a passing grade and must comply with SAP and the maximum time requirements. The failing grade will be considered attempted clock hours and recorded on the student's transcript. The repeat course will be included in the calculation of cumulative GPA and all clock hours attempted will be counted toward maximum program length.

### **Transfer Credits**

Transfer credits from other institutions that apply to a student's program of study are not counted in the cumulative GPA but are counted as both attempted and earned clock hours for the purpose of SAP.

### **Incomplete**

Students have 30 calendar days to complete the requirements of an incomplete grade; otherwise, they will receive an F (fail) grade.

### **Program Changes**

Students who want to change their program of study must meet with the Director of Education for approval and to complete a new Enrolment Agreement.

### **Withdrawal**

Students who wish to withdraw from the college should contact the Director of Education and are strongly encouraged to meet with the Financial Aid Office.

## **Reinstatement/Re-Entry Policy**

To be considered for re-entry, former students must submit the request in writing and provide a detailed explanation of the conditions that caused the original withdrawal or termination. It must explain how those conditions had been resolved so that the student can continue reliably and successfully complete the program of study for which they originally enrolled.

Students may only re-enter into their original program of study. The School Director and Program Director will review the letter submitted by the student and make the decision within five (5) days. The student will be notified of the decision. Re-entry to the College is not guaranteed. Upon approval of the re-entry, students will be charged for hours needed to complete the program regardless of the hours scheduled and/or attended prior to withdrawal. Any previous balance account balance must be settled first and/or payment arrangements should be made before the student is officially reinstated.

## **GRADUATION REQUIREMENTS**

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 Unica and the City of Los Angeles.

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

Martha is a Radio Broadcasting instructor for Hollywood Cultural College. Ms. Garcia has been teaching this program since 2009. 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 special events, both in Mexico and the United States.

### **Benito Jimenez**

Benito has been teaching Radio Digital Production since 2018. His background has been in the radio broadcasting industry since 1997. Training new staff members in Radio Digital Production was part of his job description. Some of the positions that Benito has held in the industry are, Production Manager, Production and Operations Manager for companies like radio express, Radio México, GLR Networks, La Raza 97.9 FM, La Tricolor Network, La Caliente, etc. As of May 2021, Mr. Jimenez is teaching the Radio Digital Program for Hollywood Cultural College

## **STUDENT'S RIGHT TO CANCEL**

### **Cancellation Policy**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, Attn: School Director, 3450 Wilshire Blvd., Suite 700, Los Angeles CA. 90010 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. 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 you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given a Notice of Cancellation form for your use if you decide to cancel, however, you can use any written notice that you may wish. 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 one hundred (\$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 pay or credit refunds within 45 days of the student's cancellation or withdrawal.

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.

#### **Return of Title IV Funds Policy**

Recipients of Federal Title IV who withdrew from the College, or have their enrollment terminated will have their financial aid eligibility recalculated under the Return to Title 4 (R2T4) formula prescribed by the U.S. Department of Education.

The institution must calculate the amount of SFA program assistance that student did not earn, and those funds must be returned. Up through 60% of each payment period or period of enrollment, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid student earned. Unearned funds would be returned to the program in the order stated below by the school or by the student. After the student completes 60% of the payment period or period of enrollment, the student has earned 100% of the scheduled Title IV funds.

In order to provide a clearer understanding of how an R2T4 may impact a student,

The following example is provided.

A student withdrew from classes on January 18. At the time of withdrawal, he was scheduled to have completed 196 hours of the 450 clock hours in the payment period that began on December 3. Disbursements made during this payment period before he withdrew: Pell Grant -\$1,872, Subsidized Direct Loan - \$1,732 (net after loan fees), Unsubsidized Direct Loan - \$990 (net after loan fees). Total disbursement of \$ 4,594.

The institution attributed \$4,500 of year one's tuition for this payment period.

#### **Step 1:**

Hours scheduled to complete - 196

Total Hours in payment period-450 = 43.55% (Percentage of Title IV Earned)

**Step 2:**

$$43.55 \% \times \$4,594 = \$2,000.07 \text{ (Title IV Earned by Student)}$$
**Step 3:**

$$\$4,594.00 - \$2,000.07 = \$2,591.98 \text{ (Title IV to be Returned)}$$
**Step 4:**

$$\$4,500 \text{ (Institutional charges for the Period)}$$
**Step 5:**

$$100\% - 43.55 \% = 56.45\% \text{ (Percentage of Unearned Title IV Aid)}$$
**Step 6:**

$$\$4,500 \times 56.45\% = \$2,540.25 \text{ (Amount of Unearned Charges)}$$
**Step 7:**

Compare the amount of Title IV aid to be returned (\$2,591.98) to amount of unearned charges (\$2,540.25), the lesser amount will be the amount the school will return.

\$2,540.25 - Amount for school to return

If any refunds are due based on the Refund of Title IV calculation, Unearned Title IV must be returned within 45 days of the withdrawal date in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other "Title IV" loan or grant assistance

This order would apply in accordance to the aid programs available at the institution.

Please note that Return to Title IV Funds calculation is separate from the state refund policy, which determines the amount of tuition and other program costs the student will incur. Both calculations are based on the student's last date of attendance.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at, **1747 N. Market Blvd. Ste 225 Sacramento, CA 95834**, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://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](http://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.

### **CHARGES: TUITION AND FEES**

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

Program Name	Tuition	Registration Fee	STRF	Books & Materials, etc.	Total Program Charges
Radio Broadcasting	\$8,000	\$100		\$350.00	\$8,450.00
Radio Digital Production	\$8,000	\$100		\$350.00	\$8,450.00

**Required Disclosure:****Radio Broadcasting**

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$8,450.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$8,450.00

**Radio Digital Production**

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$8,450.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$8,450.00

**FINANCIAL ASSISTANCE****Financial Aid Programs (Title IV)**

Hollywood Cultural College is approved by the U.S. Department of Education to participate in Title IV programs for eligible students.

**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 money 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)**

“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, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574- 8900 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."

### **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 simply call the school's office or visit the institutions website at [www.hccollege.edu](http://www.hccollege.edu)

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.

### **EXPERIENTIAL CREDIT**

This institution does not award credit for prior experiential learning.

### **LIBRARY**

A small Library is located in the reception area. 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**  
**1747 N. Market Blvd. Ste. 225**  
**Sacramento, CA 95834**  
**Tel: 800-370-7589**  
**[www.bppe.ca.gov](http://www.bppe.ca.gov)**

**Council on Occupational Education**  
**7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350**  
**Tel: (770) 396-3898 or (800) 917-2081**  
**[www.council.org](http://www.council.org)**

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The practices and procedures of Hollywood Cultural College comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy (FERPA) of 1974 and the Buckley Amendment. Students, parents, minors, and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of the students. Confidentiality of student and staff's records for these students is strictly protected.

The College complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972, Rehabilitation Act of 1973, and the American Disabilities Act of 1993. Student information is not available to anyone without (a) a written request/release from the student, (b) a court order, or a (c) meeting accreditation or government agency requirements.

#### **DRUG AND ALCOHOL ABUSE PREVENTION**

Hollywood Cultural College has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The program includes the annual distribution to each student and employees of: a) standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities, b) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol, c) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol, d) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students, and e) a clear statement that the institution will impose sanction on student and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by item a).

#### **FEDERAL STUDY FINANCIAL AID PENALTIES FOR DRUG VIOLATIONS**

A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance. The chart below illustrates the period of ineligibility for FSA funds:

	<b>Possession of Illegal Drugs</b>	<b>Sale of Illegal Drugs</b>
1st Offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> Offense	2 years from date of conviction	Indefinite period
3+ Offenses	Indefinite period	N/A

If a student is convicted of both possession and the selling of illegal drugs, and the period of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him ineligible again.

#### **PEER-TO-PEER FILE SHARING/COPYRIGHTED MATERIAL**

Effective August 14, 2008, the HEOA adds a new requirement to Section 487 of the Program Participation Agreement under which an institution must certify that it plans to effectively combat the unauthorized distribution of copyrighted material, including through the use of variety of technology deterrents.

This institution and in compliance with HEOA, subparagraph (p) to Section 485 (a) (I) will impose disciplinary actions to any student or employee to the extent allowed by law, who are engaged in authorized institution's information technology system; without unduly interfering with the educational research use of network.

### **STUDENT'S 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 officially 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 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 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 2026
- April 2026
- July 2026
- October 2026

Specific start dates can be obtained from your admissions representative.

### **Holidays:**

- New Year's Day
- Martin Luther King
- President's Day
- Spring Break
- Memorial Day
- Juneteenth
- Independence Day (4<sup>th</sup> of July)
- Labor Day
- Columbus day
- Veteran's Day
- Thanksgiving
- Christmas (Winter Break)

### **Published Dates:**

- January 1, 2026
- January 19, 2026
- February 16, 2026
- March 30- April 3 2026
- May 25, 2026
- June 19 2026
- July 3, 2026
- September 7, 2026
- October 12,2026
- November 11, 2026
- November 26 - 27, 2026
- December 21, 2026 – January 4, 2027

## **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 enrolled at Hollywood Cultural College will be provided with 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.