

THE
LOS ANGELES[®]
RECORDING SCHOOL

Student Catalog

March 2011

6690 Sunset Blvd | Hollywood, CA | 90028 | 888-688-LARS | larecordingschool.com

WELCOME TO THE LOS ANGELES RECORDING SCHOOL

Welcome to The Los Angeles Recording School. You are entering the incredibly diverse world of professional audio and recording. In music production, songs and soundtracks are recorded, edited, mixed, and mastered. Feature films, television shows, and video games utilize separately created music, sound effects, and dialogue during the final re-recording mixing session to create an immersive multichannel surround mix as well as “fold down” stereo mixes. Every type of live event, whether in a concert hall, a world-class hotel, or a house of worship requires a professional sound crew to deliver an amazing experience for the audience.

Our Recording Engineer program is designed to provide students with exposure in all of these areas and more. Whether your passion is making music, creating the most realistic sound effects for video games, or being a storyteller in film and television, the coursework in the Recording Engineer program has you covered. In-depth theoretical and hands-on training with digital work surfaces and large format analog consoles, the centerpieces of a recording studio, help you get comfortable in the pilot’s seat. Working with industry standard digital audio workstations, microphones, and both software and hardware-based signal processing prepares you for any type of session. Let your imagination fly as you design and manipulate sound within your Mac Book Pro laptop computer; replace and sync dialogue; use virtual instruments to make and manipulate beats; experiment with microphone selection and technique to create a unique sonic signature for the songs you work on in music production classes.

Throughout the program, you’ll spend time working side-by-side with your colleagues and instructors as you learn the key aspects of the recording process. Spend quality time with our faculty, get up close and personal with industry guests, and log real time behind a recording console or digital workstation as we immerse you in the world of audio production. And with your success in mind, The Los Angeles Recording School’s Career Development Department is there to provide guidance as you prepare to interview for internships and entry-level jobs in the entertainment media industry. In addition, our job assistance services continue to be available to you throughout your career.

Our Mission

The mission of The Los Angeles Recording School is to provide the best possible audio engineering training for students interested in starting or improving their careers in professional audio production and music recording. Our goal is to provide the clearest possible explanation of professional audio equipment and techniques, provide the settings for structured hands-on-training on industry standard equipment, and to provide the greatest opportunities for our graduates’ career advancement.

Our History

The Los Angeles Recording School began as the Los Angeles Recording Workshop in 1985, an intensive, hands-on recording engineer job-training school. As we grew, the need for more facilities saw the school moving to new facilities in Studio City in 1987. The LA Recording Workshop was accredited by Accrediting Council for Continuing Education & Training (ACCET) in 1989, and moved to a North Hollywood location in 1995. In 2004, the Los Angeles Recording Workshop moved to its present home on Sunset Boulevard in Hollywood California and became the Los Angeles Recording School where it remains one of the premiere institutions for training in the entertainment media field.

Recording Engineer Certificate Program

PROGRAM OBJECTIVES

The objective of the Recording Engineer Certificate Program is to provide you with the knowledge, skills, vocabulary, and techniques needed to qualify for entry-level positions as recording engineers, assistant engineers, editors, assistant editors, mixing engineers, digital audio workstation operators, programmers, producers, sound designers, dialogue editors, re-recording mixers, and a variety of other positions in the entertainment media industry. The program also assists you with training in professional etiquette, collaboration, and networking skills needed to succeed in a competitive marketplace.

PROGRAM REQUIREMENTS

The Recording Engineer Certificate Program is an 8-month program with 863 clock hours of coursework. Students must complete all required courses with a cumulative grade point average of at least a 2.00 in order to graduate. Students successfully completing the graduation requirements will be awarded a Certificate of Achievement.

REQUIRED COURSES

Code	Title	Clock Hours
BUS 101	Entertainment Success Strategies	14
RCA 111	Introduction to the Recording Arts	72
RCA 221	Sound Foundations	72
RCA 231	MIDI	72
RCA 235	Advanced MIDI	72
RCA 292	Film Sound	72
RCA 252	Digital Audio Essentials	72
RCA 241	Systems Support	72
RCA 243	Advanced Recording	72
RCA 272	Advanced Digital Audio	72
RCA 291	Music Production	72
RCA 295	Intermediate Film Sound	72
RCA 281	Mastering	72
BUS 285	Entertainment Business	72
Total Clock Hours		950

COURSE DESCRIPTIONS

BUS 101 Entertainment Success Strategies: Students begin their education with the Entertainment Success Strategies course, which is designed to provide the tools for academic, professional, and personal success that will enable them to become thriving industry professionals. The wide-ranging course emphasizes fundamental concepts ranging from identifying the student's basic learning modalities and mastering the science of achievement to understanding computer techniques and providing insight into the entertainment business itself. Motivational presentations and technology-based lab work go hand in hand to empower the student.

BUS 285 Entertainment Business: In the Entertainment Business course students learn the foundations of copyright law, contracts, client relations, artistic collaboration, record label operation and structure and music production among others. Students will learn music project pitching, project budgeting, session management and other skills that a music producer will require to start and complete a recording project.

RCA 111 Introduction to Recording Arts: Introduction to Recording Arts is designed to introduce students many aspects of the audio world. This course provides the foundations of terminology, history, and the basic fundamentals of recording. This course explores the fundamental concepts of audio theory and practice. Students will learn recording console signal flow, multi-track recorder operation, microphone technology, and professional audio techniques as the basic building blocks of their audio education.

RCA 221 Sound Foundations: The Sound Foundations course covers the fundamental physics of sound and audio signals. In this course, students study the world of outboard signal processors such as noise gates, compressors, reverbs, delays, flangers, spatial effects and more. Discussions on patch bays, wiring techniques and equipment parameters & controls prepare students for connection & operation of studio outboard equipment.

RCA 231 MIDI: Musical Instrument Digital Interface (MIDI) is the electronic marriage of music and computer technology that revolutionized music composition, recording, and arrangement. Students are introduced to the history of the MIDI concept, its principles and theory, MIDI production techniques, MIDI control, troubleshooting, and the design of MIDI systems. Fundamentals of music theory are also included.

RCA 235 Advanced MIDI: The Advanced MIDI course builds on the fundamentals learned in MIDI. Advanced production methods such as control surface operation, mixing techniques and synchronization are covered. This course also includes fundamentals of music theory, continued from the MIDI course. Students survey the effect of MIDI on the modern recording studio environment and learn how to interface computers with musical instruments for recording and live performance applications.

RCA 241 System Support: The System Support course provides an understanding of the proper utilization and maintenance of the advanced audio hardware and software found in modern studios. It begins with fundamental electronics and teaches the use of audio test equipment. Students also explore the installation, maintenance, and troubleshooting of computer-based digital audio workstation software and components. Emphasis is placed on the application of lecture information through individual lab projects and classroom demonstrations. Students are challenged to solve a variety of real-world technical problems that often arise in the audio industry.

RCA 243 Advanced Recording: This course introduces the theory and operation of large-format audio consoles and digital audio control surfaces. Students will master the audio signal flow of the consoles and control surfaces as well as the computer automation and recall systems they employ.

RCA 252 Digital Audio Essentials: The Digital Audio Essentials course explores the digital audio workstation environment through extensive study of digital audio concepts and practices. Students receive detailed instruction and hands-on practical experience with industry-standard computer-based recording systems typically found in the modern recording industry.

RCA 272 Advanced Digital Audio: The Advanced Digital Audio course provides students with an opportunity to expand their knowledge and skills in digital audio workstation theory and technique. Within this course, students

will apply their workstation skills to highly specialized concepts and procedures, such as advanced synchronization, surround production as well as the data compression and encoding used for the Internet, DVDs, and multi-channel feature recordings.

RCA 281 Mastering: This course introduces the technical art of mastering, which involves setup and fine-tuning of the finished product before final duplication. The class focuses on ear training, audio clean up / restoration, level matching / dynamics, multi-band processes and final album assembly. Students learn the process of taking a collection of mixed songs, and compiling them into one finished album complete with compact disc authoring and error checking.

RCA 291 Music Production: The Music Production course provides extensive experience in the theory, philosophy, and practice of contemporary music production in a professional studio facility. Students utilize leading-edge audio recording technology for advanced studies in order to gain expertise in the art and science of music production.

RCA 292 Film Sound: The Film Sound course provides an in-depth study of the fundamental aspects of creation and recording of soundtracks for feature films, television, and video games. Subjects include field recording, digital audio workstation basics, sound effects design, Foley recording, dialogue recording and editing, automated dialogue replacement (ADR), music editing, surround sound, and mixing to picture.

RCA 295 Intermediate Film Sound: The Intermediate Film Sound course includes advanced postproduction related digital audio workstation techniques for dialogue recording and automated dialogue replacement (ADR), Foley recording and editing, sound effects design and editing, and file management. Also discussed is SMPTE time code, the functions of synchronizers, video sync, word clock and frame rates.

FACILITIES

The Los Angeles Recording School occupies a two story building in Hollywood which houses the school's industry standard training facilities and equipment, a general description of which follows. *As we are constantly updating our studios to provide students with contemporary professional equipment lists are subject to change without notice.*

ADVANCED DIGITAL AUDIO LAB

This advanced ProTools lab is where students complete their 201 and 210M coursework within the Digidesign Operator Certification Program. The lab features Apple Mac Pro workstations with dual 24" LCD screens running Digidesign ProTools HD1 systems with M-Audio Axiom 49 MIDI controllers and the Command|8 control surface.

ADVANCED MIDI LAB

This multi-station lab is where students will complete their advanced studies in Apple's Logic Pro software. They'll be working with Apple computers, Euphonix Artist Series control surfaces, M-Audio MIDI controllers, and an assortment of plug-ins to develop pro-level MIDI skills. Students have Logic Pro software in their laptop bundle as well, allowing the training to go beyond the traditional class and lab boundaries.

CLASSROOMS

The Los Angeles Recording School's classrooms are equipped with full A/V support including 50-inch plasma displays and/or projection systems, many with Dolby Digital surround sound.

CONSOLE LAB

One of the first stops for recording students, this lab is built on twenty Soundcraft Ghost LE 24-channel analog recording consoles housed in Argosy studio furniture. Each station also includes a hard disk recorder, CD-R drive, and outboard signal processing. The Console lab also features a central ProTools system, which allows instructors to feed audio to all sixteen stations for recording exercises.

DIGITAL AUDIO ESSENTIALS LAB

The ProTools LE lab is where students begin their ProTools Operator Certification training. This multi-station lab provides a vehicle for the ProTools 101 and 110 curriculum using Apple computers, Remote Desktop, and Digidesign 002 interfaces. The software package in this room mirrors the software provided in the laptop bundle, allowing students to continue their work beyond the scheduled class and lab hours.

DIGITAL CONSOLE SUITES

These two labs are where students experience their first full-scale recording sessions with professional grade equipment. Each Digital Console Suite features a Digidesign ProTools HD workstation with a D-Command digital work surface, and thanks to an array of signal processing, a collection of microphones, and MIDI equipment students are able to work with both digital sequences and live performances.

DUBBING STAGE

The Dubbing Stage is a fully functional 32-seat movie theater with a multi-operator Digidesign ICON digital work surface and four ProTools HD digital audio workstations running the show. Re-recording mixers use this studio to combine all of the different sounds, including the actor's dialogue, the sound effects, and the film's musical score into a final multichannel soundtrack before it is ready to be seen by the audience.

FILM SOUND LAB

This sixteen-seat facility is used to provide students with an opportunity to learn the fundamentals of audio postproduction. Using Digidesign ProTools software and Apple iMac computers, students explore spotting, sound design, dialogue editing, and other core components of sound-for-picture audio.

FOLEY/ADR SUITES

Each of these audio postproduction studios provides the student with the resources necessary to replace the dialogue recorded on set or on location when necessary. The Foley/ADR studios also provide an opportunity to create, record, and edit physical sound effects utilizing ProTools digital audio workstations.

ICON STUDIOS

These all-digital mixing rooms feature full-blown Digidesign ProTools HD systems attached to 32-fader ICON D-Control digital work surfaces. Joystick surround panners, a wide variety of plug-ins, and a 5.1 channel monitoring system allow students to complete multichannel music or sound-for-picture projects in full surround.

IVAR THEATRE

The Ivar Theatre provides 8,000 square feet of multipurpose production space. The Ivar can be used as a theater, meeting place, soundstage, rehearsal hall, or to house an event as needed. The Ivar Theater is most typically used as soundstage space for course work, where students shoot some of their full-scale productions.

LAPTOP LABS

Los Angeles Recording School students receive powerful laptop computers and industry standard creative software that expand the learning opportunities well beyond the traditional classroom or lab environment. The Laptop Labs provide an opportunity for the faculty to help students maximize the potential of their computers by providing powered tables, high-speed network access, and projection systems. These labs serve as the springboard to launch the work students can accomplish with their laptops.

MAC LAB

This multipurpose facility is home to twenty-four Mac Pro computers loaded with a variety of professional software, including Digidesign ProTools, Apple Final Cut Pro, the Adobe Creative Suite, and Movie Magic Budgeting & Scheduling. Students utilize this unique environment in a number of courses as they learn to create content and produce their projects.

MASTERING LAB

The mastering lab is designed to train students in the art of audio mastering and CD authoring. This unique lab features seventeen Hewlett Packard workstations with dual 20" LCD displays, Plextor optical drives, and M-Audio interfaces. Students are trained in the process of mastering using Steinberg's Wavelab software, Waves plug-ins, and CD error checking software by Plextor.

MEDIA CENTER

The Media Center is home to a variety of physical and electronic student resources, including books, trade journals, DVDs, and online libraries. Seating areas, wireless networking, computer stations, and a video playback system help make this a fun and useful environment for all students.

MIDI Lab

This sixteen-station lab environment features Apple's Logic Pro software on iMac computers. The MIDI Lab introduces students to Logic Pro and the world of MIDI. Students utilize this space to create and edit MIDI sequences, employ plug in software, and learn basic music theory.

NEVE VR36 STUDIO

This studio features a 36-channel Neve VR console with Flying Faders automation attached to a Digidesign ProTools HD2 workstation. Additional equipment includes JBL LSR6328p monitors with subwoofer as well as a generous selection of high-end outboard signal processing equipment from Empirical Labs, TC Electronic, Eventide, Lexicon, DBX and more. While this room is primarily used for mixing, it also has an isolation booth for recording and overdubbing.

NEVE VR 60 STUDIO

This high-end recording studio features our largest analog console: a 60 channel Neve VR with Flying Faders automation. Multi-track recording is done with a 48 channel ProTools HD system and a 24 track Studer A827 2" analog tape recorder. The studio is also equipped with a diverse collection of microphones and signal processing equipment. The adjacent live room is equipped with a full drum set, a vintage Hammond organ with Leslie rotating speaker cabinet, guitar amplifiers by Marshall and Vox, and an assortment of hand percussion.

OUTBOARD LAB

The Outboard Lab is specifically designed to train beginning audio students in the use of outboard signal processing equipment. The room features twenty identical stations featuring equipment from TC Electronic, DBX, and Aphex among others as well as Tascam CD recorders for students to record their results for further study. The stations are fed audio from a central Digidesign ProTools system that instructors use to lead the class in various exercises.

PROTOOLS HD POST LAB

This lab is where students complete the Digidesign 210 Post coursework in the ProTools Operator Certification program using ProTools HD systems running on Apple computers. Each station includes the Digidesign Sync IO, 192 IO audio interfaces, and three displays, allowing the students to study the art and science of sound design, dialogue editing, and other techniques common to postproduction for feature films, television programs, and video games.

SSL SL4000G+ STUDIO

This studio is home to a 36-channel Solid State Logic SL4000 G+ recording / mixing console. The SSL is housed in an acoustically optimized control room that is connected to two large isolated recording rooms, allowing students to take part in complex music production sessions. Multi-track recording is done with a 24 track Studer A827 2" analog tape recorder and a Digidesign ProTools HD workstation. Rounding out the package is a diverse collection of industry standard microphones.

SSL XL9000K STUDIO

This studio features the highly regarded 48 channel Solid State Logic XL 9000K series console interfaced with a 48-channel Digidesign ProTools HD workstation. The room also includes an incredible 2.1 monitoring system by Dynaudio Acoustics and a large collection of high-end vintage and modern digital outboard signal processing equipment. While this room is primarily used for mixing, it also has an isolation booth for recording and overdubbing.

STUDENT SUCCESS LAB

This lab is furnished with forty-eight Apple computers equipped with the Microsoft Office suite, Apple's iLife and iWork suites, and Adobe Photoshop. Students use this lab to sharpen their skills with the communication and presentation tools commonly used in the entertainment industry.

PROGRAM ADMINISTRATION & COURSE INSTRUCTORS

Derycz-Kessler, Diana	President
Smith, Bill	V.P. of Education
Miller, Steven E.	Program Director
MacKenzie, Andrew R.	Associate Program Director
Olson, Michael	Associate Program Director
Boyett Jr., Chris J.	Course Director
Lardizabal, Juan	Course Director
Neill, Joshua W.	Course Director
Spann, Brent	Course Director
Bartlein, John J.	Associate Course Director
Brantley, Stuart B.	Associate Course Director
Ing, Andrew D.	Associate Course Director
Mehr, Andre	Associate Course Director
Miller, Lon D.	Associate Course Director
Moss, Jason T.	Associate Course Director

Instructors

Aboozia, Brian D.	McMillan, Gordon
Barber, James	Nadal, Hector
Barnhart, Aaron	Nitz, Timothy T.
Bentley, Jason	Numa, Joel
Binikos, Michael	Ortiz, George
Catalino, Anne	Reaves, Kevin
Christie, Jerry	Reyes, Rene F.
Collins, William	Riach, Michael
Delgadillo, Robert	Ryan, Mark
Dever, Sean	Schtonov, Zahari T.
Dively, Eric	Schutte, Elise
Erickson, Crystal	Sheldon, Mark V.
Gutierrez, Kent S.	Shupenia, Rodney M.
Hasdovic, Ben	Smalios, Antonios
Helms, Ryan L.	Stoyanov, Assen
Hessler, Allan	Sturgis, Wesley H.
Howard, Jeremy	Testa, Christopher
Huffnagle, Kent	Warwick, Brian
Launer, Jerrold C.	Wild Jr., Charles C.
Mason, Alan	

Each member of our highly qualified faculty has a minimum of four years of professional experience in the subject area taught and/or a certificate equivalent to or higher than that awarded by the Los Angeles Recording School. Faculty members are required to stay current in their field of expertise and take part in continued technical and teacher training. This ensures that competent professional educators teach the courses.

ADMISSIONS INFORMATION

Admissions Requirements

Prospective students seeking admission to The Los Angeles Recording School must have one of the following:

- High School Diploma
- GED
- Original or Certified Copy of a Military DD214 indicating that the applicant is a high school graduate or equivalent

The School accepts the following as proof of high school graduation:

- Official, sealed copy of high school transcript
- Original or Certified Copy of high school diploma
- GED Scores
- Documentation of High School Equivalency Approved for Home State
- Home School Program Certification form or transcripts from a Home School Program that is equivalent to a high school diploma and is recognized by the student's home state
- CHSPE Letter

Prospective students who are in the process of obtaining proof of high school graduation documentation may enroll and be accepted conditionally. These students must submit their proof of graduation before the end of the first term or they will not be allowed to move on to the next course. No financial aid will be paid until the transcript is received.

All applicants whose first language is not English must demonstrate competence in the English language. This requirement can be satisfied if the applicant attended a high school in the United States or submits a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's first language, the applicant must meet the minimum acceptable proof of English Language Proficiency standards (see *International Admissions Policy* below).

The School may reject any applicant whose records indicate inadequate preparation and/or interest for its program. An applicant who has been denied admission will not be allowed to enroll in classes.

Enrollment and Application Procedure

An application for admission and an enrollment agreement must be completed and signed by the applicant and parent or guardian (if applicable) and submitted to the Office of Admissions with a \$75, non-refundable processing fee. Applicants must submit proof of high school graduation or GED scores. Prospective students are encouraged to visit the School prior to submitting an application. Please contact the Office of Admissions to make arrangements to tour the School and meet with your own dedicated admissions advisor.

The School reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success.

International Admissions Policy

All international (nonimmigrant) applicants must meet the same admission standards set forth above.

English Language Proficiency Policy

All applicants whose first language is not English must demonstrate competence in the English language. This requirement can be satisfied if the applicant attended a high school in the United States or submits a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's first language, the applicant may be required to provide proof of English Language Proficiency through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL) or its TOEFL Internet (iBT) equivalent. A score of 500 on the written TOEFL or 60 on the TOEFL iBT is considered competent for the purposes of admission. In lieu of the TOEFL exam, applicants may also demonstrate English Language Proficiency with a minimum score of 80 on the Michigan Test of English Proficiency or a minimum band score of 5.0 on the International English Language Testing System (IELTS) test.

Admissions Requirements for Nonimmigrant Students

Applicants seeking to enroll in valid student nonimmigrant status must submit a completed and signed application for admission and enrollment agreement along with the \$75.00 processing fee. Applicants must provide official copies of all educational transcripts and diplomas that are prepared in English or include an official English translation. Applicants must submit proof of English language proficiency, if applicable, and a completed and signed Financial Certification Form. Nonimmigrant applicants residing in the United States at the time of application must submit a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I/94 arrival departure record (both sides). Nonimmigrant applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification must submit written confirmation of nonimmigrant status at previous school attended before transferring to the School. All documentation should be sent to:

Office of Admissions
The Los Angeles Recording School
6990 Sunset Blvd.
Hollywood, CA 90028

The Los Angeles Recording School is authorized under federal law to admit nonimmigrant students.

Non-discrimination Policy

The Los Angeles Recording School does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability or any other characteristic protected by local, state or federal law in the administration of any of its educational program or activities or with respect to admission or employment.

Access Statement

Students with disabilities are invited to apply for admission to The Los Angeles Recording School. The school recommends that students who are requesting accommodations for equal access to educational programs notify Student Services prior to the start of their first course to ensure their needs are met in a timely manner. To be eligible for accommodations, recent documentation from a medical doctor, psychologist, psychiatrist or learning specialist is required. Contact the Office of Student Services for information on the policies regarding accommodations for students with disabilities.

Transfer of Credit Policy

Due to the fact the training presented in the Recording Engineer Program is highly specialized and is presented in an integrated and sequential manner, The Los Angeles Recording School believes that transfer of credits from another educational/training program to The Los Angeles Recording School is not in the student's best interest and The Los Angeles Recording School discourages the student from applying to transfer credits from another program to The Los Angeles Recording School.

Nonetheless, the school does recognize the validity of other educational programs and has provided a means to evaluate the student for training received outside of The Los Angeles Recording School for potential transfer. Should a student wish to apply for the transfer of credits from another educational/training program to The Los Angeles Recording School, the student must complete a transfer of credit request form that can be obtained and submitted to the Admissions Office at least 14 days prior to the start of the program.

The application must specify the course(s) from the outside educational/training institution and comparable Los Angeles Recording School course(s) for which the student wishes to receive credit. The application must be accompanied by an official transcript showing the course(s) in question and the grade earned by the student along with the course syllabi for said course(s).

Transfer of Credit will only be considered for courses from other programs that: a) provided a minimum of the same clock hours of instruction as the comparable Los Angeles Recording School course, b) the syllabi for said course is substantially similar to the comparable Los Angeles Recording School course, c) the student's earned grade for said course was not less than the equivalent of a "B" letter grade and d) was conducted by an institution that is accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

Provided that student's application meets these minimum requirements, the Director of Education shall arrange for the student to take the final examination for the comparable Los Angeles Recording School course. Provided that the student's score on the final exam is not less than the requisite 71%, the student shall receive transfer credit for the comparable Los Angeles Recording School course. Transfer credits will not be calculated into the School grade point average (GPA). For any Los Angeles Recording School course that a student receives transfer credit for, the student shall be entitled to a pro-rata reduction in tuition based upon the number of clock hours of instruction from the course, less a transfer credit administrative fee of \$40.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at The Los Angeles Recording School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Recording Engineer Certificate is also at the complete discretion of the institution to which you may seek to transfer. If the credits and/or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Los Angeles Recording School to determine if your credits or degree will transfer.

FINANCIAL INFORMATION

TUITION & FEES

Domestic Tuition: \$24,620

International Tuition: \$25,620

Key/Equipment Deposit: \$40 (refundable)

Application Fee: \$75

Laptop & Software Package Costs (Required): \$2,600

TUITION AND FEES	DOMESTIC		INTERNATIONAL	
	Semester 1	Semester 2	Semester 1	Semester 2
Full Time Tuition	\$12,324.26	\$12,295.74	\$12,824.84	\$12,795.74
Laptop Fee (Non-Refundable)	\$2600.00	\$0.00	\$2600.00	\$0.00
Security Deposit	\$40.00	\$0.00	\$40.00	\$0.00
Total Per Semester	\$14,964.26	\$12,295.74	\$15,464.84	\$12,795.16
Total	\$27,260.00		\$28,260.00	

Additional Program Costs:

Students may incur additional costs as a consequence of enrollment. Additional costs, which may become due and payable include:

1. Replacement card key fee of \$40 per key if the student loses or damages their security card key;
2. Tuition payment late fees of 1.5% per month on all overdue tuition payments if student fails to make tuition installment payments on a timely basis;
3. Library late, loss, or damage fines.
4. Students who drive to the campus should plan to pay for parking. Parking in the area typically costs \$6.00 - \$8.00 per day.
5. The cost of required textbooks is included in the tuition. However, students may encounter personal educational expenses for items such as pencils and paper, materials for class projects, Internet access, and other items.

Methods of Payment

The Los Angeles Recording School accepts payments in cash or via check, debit card or credit card.

FINANCIAL AID

Types of Financial Assistance Available

Grants and Scholarships: considered “gift aid” that does not have to be repaid. Scholarships are based on merit and are generally awarded by the Admissions Office. Grants are based on financial need and are awarded by the Financial Aid Office upon submission of the Free Application for Federal Student Aid (FAFSA).

Loans: may be taken out by a student or parent and must be repaid. Most students are eligible for some type of loan when they complete the FAFSA. A credit check is required for parent loans and alternative bank loans.

Students acquiring an educational loan to finance tuition and/or related educational expenses are reminded that they will be obligated to repay such loans and interest thereon. Defaulting on educational loans may have an adverse effect on a student’s ability to qualify for future credit, loans, grants and governmental assistance programs.

Federal Student Financial Aid

To be eligible for Federal Student Financial Aid, a student must:

- Have a high school diploma or GED
- Be enrolled as a regular student working toward a certificate in an eligible program
- Be a US citizen or eligible non-citizen
- Have a valid Social Security Number
- Make Satisfactory Academic Progress
- Sign a statement of purpose/certification statement on refunds and default
- Register with the Selective Service, if required
- Have a financial need, except for some loan programs
- Have resolved all ineligibility issues related to selling or possessing illegal drugs (see the Financial Aid Office for additional information)

Steps to Register and Apply for Federal Financial Aid:

Step 1: Apply for admission to the school’s program.

Step 2: Complete the FAFSA online (www.fafsa.ed.gov). You will need a pin to electronically sign the FAFSA, which you can apply for at www.pin.ed.gov. Students should be prepared to provide their Federal tax return (with relevant W-2’s) and parents’ Federal Tax return (based on dependency status: see questions #48-60 on the FAFSA). Also, if requested, please return the verification worksheet and any applicable transcripts evidencing prior education/training at other educational institutions.

Step 3: In approximately 14 to 21 days students will receive a Student Aid Report (SAR). Students should read it over to be sure that all the information is correct. A Financial Aid Officer will contact students to provide aid eligibility and instructions on how to complete the applications for securing the remaining tuition balance. Students should feel free to call with any questions.

Federal Pell Grant

Federal Pell Grants do not have to be repaid. Pell Grants are only awarded to undergraduate students who have not earned a bachelor’s degree. Eligibility is determined using information provided on the Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Education Opportunity Grant (FSEOG)

This is a federally funded grant program administered by the School for undergraduates with exceptional financial need. Students must qualify for a Federal Pell Grant in order to be eligible for an FSEOG. An FSEOG does not have to be repaid. Students must be enrolled at least half-time (six credit hours or more) to qualify. Funds are limited so students are encouraged to apply for financial aid by the priority deadline. Awards range from \$100 to \$4000 per year.

Federal Subsidized Stafford Student Loan

Eligibility for this type of loan is based on financial need (determined by the FAFSA form) and students must be enrolled for six credits or more to qualify. The federal government pays interest on the loan as long as the student is enrolled at least half-time (six or more credit hours per term) and during the six-month grace period. Stafford loans must be repaid; generally payments begin six months after graduation or when the enrollment status drops below half-time over a standard repayment of 10 years (other options may be available). The interest rate is fixed at a rate of 4.5%.

NOTE: The School must wait 30 days before disbursing Stafford loans for first time borrowers. Stipend checks for living expenses resulting from Federal funding will be delayed until after the federally mandated time has passed (see "Stipend Policy for Living Expenses" section for further details).

Federal Unsubsidized Stafford Student Loan

Eligibility for this type of loan is not need based; students must be enrolled for six credits or more and have completed the FAFSA form to qualify. Interest is charged from the time the loan is disbursed until it is paid in full. Students may choose to pay the interest or allow it to accumulate and be added to the principal amount of the loan. Stafford loans must be repaid; generally payments begin six months after graduation or when the enrollment status drops below half-time over a standard repayment of 10 years (other options may be available). The interest rate is fixed at a rate of 6.8%.

NOTE: The School must wait 30 days before disbursing Stafford loans for first time borrowers. Stipend checks for living expenses resulting from Federal funding will be delayed until after the federally mandated time has passed (see "Stipend Policy for Living Expenses" section for further details).

Parent Loan for Undergraduate Students (PLUS)

Parents of dependent students may be able to borrow a PLUS loan to assist in educational expenses. Eligibility for this type of loan is not need based and students must be enrolled for six credits or more. Unlike Stafford loans, there is not a grace period for the PLUS loans. Repayment begins immediately following the last disbursement of the loan in the first year the loan is received. Standard repayment is 10 years however other options may be available. Parents must pass a credit check to be eligible. The PLUS interest rate is fixed at a rate of 7.9. Interest accrues from the moment of disbursement. Parents may borrow up to cost of attendance minus all other financial aid. If the parent is denied the PLUS loan based on credit, the student may automatically be eligible to receive an additional unsubsidized Federal Stafford Student Loan up to \$4000/year (freshman/sophomore) or up to \$5000/year (juniors and beyond).

Alternative (Private) Loans

Alternative student loans are through private lenders. Eligibility for these loans is based on the borrower and co-signer's credit ratings. Repayment may be deferred until six-months after graduation or when enrollment status drops below half-time. Repayment period varies by lender but is usually at least 10 years. Interest rate varies by lender and may change frequently. Loan limits are determined by cost of attendance minus all other financial aid. Information on alternative student loans is available in the Financial Aid Office.

Federal Work Study

- Award amount based on remaining availability of annual allocation from the federal government
- Campus-based program in which the government contributes 75% of total funding and school contributes the remaining 25%
- Eligibility and award amounts are based on income and other information reported on the FAFSA application
- Student earns the award by employment at on campus (or school approved Community Service off campus) job
- All positions require an interview and official hire as part of the employment process.
- Student cannot work hours that would conflict with class schedules or cause student to be over-awarded

- on Financial Aid package
- Award for this program may be used for living expenses or to pay down loans

Satisfactory Academic Progress

Federal regulations require the School's Financial Aid Office to monitor the academic progress of all students receiving financial aid toward the completion of their certificate program. This process is called Satisfactory Academic Progress (SAP). The SAP policy is enforced in conjunction with all other institutional policies and procedures, including the academic probation and suspension policy.

SAP is monitored using two factors:

1. Cumulative Grade Point Average: Students must maintain a cumulative GPA of at least 2.0
2. Cumulative Maximum Time Frame: the percentage of completed courses divided by attempted courses must be at least 67%

In addition to monitoring cumulative GPA every term, students are also required to complete their program within 150% of the minimum clock hours required to graduate.

Definitions for SAP Calculation

Grades of W, F, or I do not count as successful completion of a course. In the case where a student repeats courses, the first two times a course is taken, only the higher grade and hours earned are computed into the grade-point average. However, prior attempts will be included when measuring the quantitative component or cumulative clock hours earned addressed below.

Monitoring SAP

SAP is monitored at the end of each semester once final grades are in. Students will be notified after SAP is determined if they do not meet the criteria by e-mail at their School e-mail account.

Financial Aid Probation

Students failing to meet either the GPA or Maximum Time Frame minimum requirements are automatically placed on financial aid probation for one semester. Students on probation will still be eligible to receive financial aid. Students must meet both the minimum GPA and Maximum Time Frame requirements by the end of the probationary term for their financial aid eligibility to continue.

Financial Aid Suspension

Students that fail to meet either SAP minimum requirement by the end of the probationary term will be placed on financial aid suspension. The suspension period is at the discretion of the Vice President of Financial Aid but will be no less than 2 consecutive semesters. Once the period of suspension is over, the student will be placed back on probation for their first term back on financial aid.

Financial Aid Suspension Appeal Process

Students who are placed on suspension and have extenuating circumstances surrounding their failure to abide by the above criteria may appeal their suspension. All appeals must be made in writing and must be submitted to the Vice President of Financial Aid no later than the first week of the term of suspension. Students who appeal by this deadline will be permitted to attend class while their appeal is under review. Responses to appeals will be made in writing by the end of the add/drop period. In cases where the appeal is denied, students will be administratively dropped from all of their classes. No charges will be assessed and no grades will be assigned. The original term of suspension will then apply.

The outcome of an appeal will depend on the circumstances, the documentation provided, and the student's attempt at making SAP. Examples of proper documentation include (but are not limited to) statements from physicians, members of the clergy, or a counseling psychologist.

Financial Aid Stipend Check Policy

The Los Angeles Recording School (LARS) receives financial aid funds for each student in two disbursements. If a student borrows more than tuition to cover additional costs (such as living expenses), the school will refund the credit balance owed to the student under one of the following circumstances:

1. Parent PLUS loan stipends/Federal Aid Stipends

Per U.S. Department of Education regulations, the school cannot receive the first disbursement of the Parent PLUS or the Stafford Loan(s) until a student has been in school for 31 days. Once the school receives the first disbursement of the student's federal aid and assuming all financial aid processing has been completed, the Financial Aid Office will advise the Business Office to begin processing the student's first stipend check. It takes the Business Office approximately two weeks to process all stipends upon receipt of loan funds. Students are required by the Department of Education to complete 432 hours and the first half of the enrollment period (i.e. 16 weeks) before the school can be paid for the second disbursement of the Parent PLUS or other federal aid. Therefore, assuming that a student has attendance of 90% or better in the program, it is anticipated that a student will reach 432 hours at the end of the 4th term. Once the funds are received and the Business Office has been allotted approximately two weeks for processing, it is anticipated that the second stipend check will be available.

Please note: Per U.S. Department of Education regulations, we are required to issue stipend checks for PLUS loans directly to the parent borrower unless we receive authorization in writing from the parent borrower to release the check to the student. If it is decided that the stipend funds should be disbursed directly to the student rather than the parent borrower, the parent (whose name is on the PLUS loan) must sign a release form authorizing the school to issue the check in the student's name.

2. Loan stipends for students who are using federal and private aid to pay tuition

Assuming that all financial aid processing has been completed and the stipend funds will be from a private funding source, we will advise the Business Office to begin processing the student's first stipend check (if the stipend is coming from a Federal PLUS source, please see option #1). It takes the Business Office approximately two weeks to process all stipends upon receipt of loan funds. Students are required by the Department of Education to complete 432 hours and the first half of your enrollment period (i.e. 16 weeks) before the school can be paid for the second half of the student's federal aid. **If a student has not reached 432 hours and the minimum number of weeks by the time the final private loan disbursement(s) have been paid to the school, the private loan funds will be used toward any tuition balance until the school is paid for all of federal aid and the student will only receive a stipend of the funds remaining after tuition is paid in full. Only after all aid has been disbursed to the school will the student receive the final stipend check with the remaining amount owed.** Therefore, assuming that a student has attendance of 90% or better in the program, it is anticipated that a student will reach 432 hours at the end of the 4th term in order to be paid for Federal and private aid. Once the funds are received and the Business Office has been allotted approximately two weeks for processing, it is anticipated that the second stipend check will be available.

3. Private loan stipends for students who are only using private loans to cover tuition and have no Federal Aid:

Assuming that a student's private loans have been approved and guaranteed, all processing has been completed, and the student has completed all registration requirements, the Financial Aid Office will advise the Business Office to begin processing stipends immediately upon receipt of funds from the lender (please allow two weeks for processing of checks). The disbursement dates are pre-established by the lenders so please see a Financial Aid Officer for disbursement timing information.

Important note for borrowers of Federal Aid: If a student is on probation due to attendance or academics, the school cannot be paid for the student's aid and the school will not be able to issue any stipend checks. Also, if the student does not maintain strong attendance, it will delay the time it takes to reach 432 hours and consequently delay the second disbursement of funds.

All stipend checks will be disbursed on Fridays between 5pm and 6pm from the Business Office. If a student has questions about loan disbursements, please contact the Financial Aid Officer. Questions about the date and time to pick up stipend checks can be directed to the Business Office.

REFUND POLICY

Refund Policy prior to Matriculation

1. Applicants may cancel their enrollment in person or in writing and be entitled to a refund of money paid, as described further in this section, before the beginning of classes. An applicant not requesting cancellation before the starting date indicated on the Enrollment Agreement will be considered a student.
2. All monies, paid by the applicant, will be refunded if requested by the applicant within five business days after signing the Enrollment Agreement.
3. Applicants requesting cancellation more than five business days after signing the Enrollment Agreement but prior to the first day of classes, will receive a refund of all monies paid.
4. All tuition and fee monies paid by an applicant, less the non-refundable application fee, will be refunded if requested within three business days after his/her first tour of the school and inspection of equipment, or, if requested, within three business days of the student's attendance at the regularly scheduled orientation program for their starting date, whichever is sooner. Refunds will be made within 45 calendar days after the applicant's request or within 45 calendar days after the first day of the term.

Refund Policy After Matriculation: Student Withdrawal

A student may voluntarily withdraw from the School by notifying the Office of Student Records in writing or in person. The refund policies outlined below shall apply in the event that a student withdraws, is suspended, or is terminated from school.

Withdrawal Definitions

In the calculation of refunds, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. Student officially notifies the School that he/she is withdrawing at that time. The notification date is the date of withdrawal.
2. Student officially notifies the School that he/she is withdrawing at a later date. The later date is the date of withdrawal.
3. Student does not notify the School that he/she is withdrawing but stops attending. The date that the School determines that the student is not attending the current term or is not returning for the next term is the date of withdrawal.
4. The School terminates the student's enrollment in accordance with institutional policies. The termination date is the date of withdrawal.

Return of Federal Student Financial Aid Policy

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60 percent of the Certificate Program. The amount returned will be based on the percentage of clock hours remaining in the Program. The school will determine the clock hours completed in the Program divided by the total number of clock hours in the program. If the amount is less than or equal to 60 percent, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG Grant, SMART Grant, and SEOG. If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60 percent of the program, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

ADJUSTMENT OF CHARGES – CALIFORNIA STATE REFUND POLICY

Refunds, if any, are pro-rated based on the number of clock hours that Student remained enrolled in the program.

Tuition Charges	X	$\frac{\text{Clock Hours Completed}}{\text{Clock Hours Scheduled}}$	=	Pro-Rated Tuition for Clock Hours Completed
Total Pre-Paid Tuition	-	Less Pro-Rated Tuition	=	Refundable Pre-Paid Tuition

Refund Procedure

The School will first calculate how much needs to be returned under the Return of Federal Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the semester of withdrawal to get the adjusted amount paid. The school will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student’s written authorization, to Federal Loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), student. All refunds and return of funds will be made within 45 days of the date that the student notifies the school of the withdrawal.

Student Tuition Recovery Fund

The purpose of the Student Tuition Recovery Fund (STRF) is to protect any California resident who attends a private post-secondary institution, excluding those whose tuition and course costs was paid by a third party such as an employer or government program when no separate agreement for repayment exists between the student and the third party, from losing money if the student prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

The student will be responsible for paying the state assessment amount for the STRF at such time as BPPE establishes such an assessment. As of January 1, 2010, the BPPE has set the STRF assessment at \$2.50 per each \$1,000 in tuition charges.

The STRF fund protects only California students and the School’s participation is mandatory. The assessment that the institution must collect from each newly enrolled student as a STRF fee is \$2.50 per thousand dollars of tuition charged, regardless of the portion that is prepaid.

Questions regarding STRF may be directed to:

California Department of Consumer Affairs, Bureau for Private Postsecondary Education
 2535 Capital Oaks Drive, Suite 400
 Sacramento, California 95833
 (800) 370-7589

Returned Check Policy

Each personal check that is accepted by any unit of the School and is returned by the bank is subject to a \$25.00 returned check fee.

Disclosures Made Pursuant to Truth-In-Lending Act

All charges on student account are due and payable on or before the due date on the Billing Statement. Monthly billings will be issued for any account with an outstanding balance.

1. Conditions Under Which A Service Charge May Be Imposed: Services charges are imposed on all unpaid billing charges.
2. Method of Determining Service Charge: \$50.00 late fee will be charged each month for accounts that have not been paid by the billing due date.
3. Conditions Under Which Interest Charges May be Imposed: Balances over 30 days past due will be subject to interest charges at the rate of 1.5% per month.

Delinquent Student Accounts

If the student account is determined to be delinquent and the student has not completed required paperwork, (financial aid, payment plan, or outside agency documentation) their account will be placed on HOLD status. Students on HOLD are ineligible to receive official transcripts and they cannot register for future semesters until the account is satisfied. In the case of graduation, the student's diploma and transcripts will be held until the HOLD status is removed.

ACADEMIC POLICIES

Teaching Model

Our teaching model concentrates on linking the complex technical requirements of the various areas of entertainment product production to the artist-craftsman's desires for creative exploration and discovery. All courses contain technical, theoretical, and aesthetic classroom presentations and instruction combined with hands-on training where students reinforce the skills and concepts. This teaching model supports the school's belief that a strong, grounded, and practical education in the practice of entertainment product production combined with the use of industry-standard technology will result in graduates who are professional artists and craftsmen with a forward-thinking attitude about the evolution of the entertainment business.

Student to Teacher Ratio

All of our hands-on-training is done small-group, with a maximum student-to-teacher ratio of 8:1. Theory classes typically range from 15 to 72 students. Certain classes and events that benefit from a larger, theater style presentation may consist of larger groups.

Course Schedule

Courses are taught in an accelerated, 4-week format and may be scheduled Monday – Saturday between the hours of 8:00am-12:00am with occasional class meetings on Sunday. This means that students should expect to be in classes 30-40 hours a week on a schedule that changes every four (4) weeks. Students will be notified of their class schedule (meeting times and locations) via their student email account and posted in their student portal.

Academic Calendar

2011 Academic Calendar	
01/31/2011	Classes Start
2/28/2011	Classes Start
3/28/2011	Classes Start
4/23/2011-5/1/2011	Spring Break (No Classes)
5/2/2011	Classes Start
5/30/2011	Memorial Day Holiday (No Classes)
5/31/2011	Classes Start
6/27/2011	Classes Start
7/2/2011-7/10/2011	Summer Break (No Classes)
8/1/2011	Classes Start
8/29/2011	Classes Start
9/5/2011	Labor Day Holiday (No Classes)
9/26/2011	Classes Start
10/24/2011	Classes Start
11/21/2011	Classes Start
11/24/2011-11/27/2011	Thanksgiving Break (No Classes)
12/20/2011-1/2/2012	Winter Break (No Classes)

Attendance Policy

Due to the hands-on nature of our program, attendance and active participation in course activities is a critical component of the educational process. Students are therefore expected to attend all of their scheduled classes, labs, sessions, and other academic events. Students are expected to be on time for every class start and to attend the full class.

During the first week of each term, a student census is taken to confirm that enrolled students are attending the course. Students not attending within the first week will be administratively dropped from the course. Students in attendance during the first week will be considered active for the remainder of the term and therefore held accountable for the coursework.

Any student who fails to maintain a minimum 50% attendance ratio in any single course will be held back from continuing in the program and will be required to repeat the course. Successful completion of each term of the program in compliance with this Minimum Attendance Policy is required in order for the student to advance to the next term of the program. Students must complete all courses successfully in order to graduate.

Students may take a course a maximum of three times. Students declining to repeat a course when required to do so under this Minimum Attendance Policy will be dismissed from the program and will be treated as withdrawn.

Students who are not on an approved leave of absence and who have not attended program activities for a period of two weeks (i.e. fourteen consecutive days) will be administratively dropped from the program and will be treated as withdrawn.

Punctuality

Tardiness is defined by The Los Angeles Recording School as a student arriving up to ten minutes after the scheduled start of class. Any student arriving more than 10 minutes after the scheduled start of class shall be considered absent. Tardiness is entered on class records. An accumulation of 5 "tardies" is considered excessive and may result in disciplinary action.

Makeup Work

If a student must miss a class or lab, it is the student's responsibility to contact the Course Director as soon as possible to arrange for any makeup work. Makeup work is assigned at the Course Director's discretion but should be given when the student missed class for circumstances beyond his/her control. Makeup work must be completed within 7 days of the end of the term.

Location Where Instruction Will Be Provided

Lecture classes, lab classes and other educational activities are held at the School's instructional locations in Hollywood, California: 6690 Sunset Boulevard, 6363 Sunset Boulevard, and 6353 Sunset Boulevard. Enrolling students should be prepared to attend classes or other educational events at all of these locations.

Leave of Absence

In extenuating circumstances, students may apply for a Leave of Absence (LOA) for 90 days per Academic Year (2 Semesters). Students are required to complete the request form with a Student Advisor, which must include the following information: specific reason for the LOA, date LOA starts (must be equal to first scheduled class day missed), and date of return to classes (cannot exceed 90 days in an Academic Year). Only students who maintain satisfactory progress will be granted an LOA. Students not communicating and/or not returning to school at the scheduled end of an official LOA will be dismissed.

It is recommended that financial aid recipients considering a Leave of Absence consult their Financial Aid Administrator about the probable effect it will have on projected grant and loan disbursements. While on LOA, students will not receive financial aid disbursements for either tuition payment or living expense stipends. Current financial aid funding may change, and future financial aid eligibility may be delayed and changed by the length of time the student is on a leave. A student may be required to complete additional financial aid application forms based on the timing of their LOA within the financial aid period.

Return from Leave of Absence

Students must contact a Student Advisor at least 2 weeks prior to returning from their LOA to confirm their return. A Return from LOA form will be initiated by the Student Advisor and the student must be cleared by all departments before a schedule to return to classes is generated. Students returning from LOA should confirm clearance to return with their Student Advisor the week prior to start of new classes.

Withdrawal From the School

Students will remain enrolled for courses that are not officially dropped, regardless of whether they choose to attend. Tuition will be charged and grades assigned accordingly. The exception to this policy is for students who do not attend any of their classes during the first week of a term. In these instances, students will be administratively dropped from all of their classes. To officially withdraw from the School, students must:

1. Obtain a Student Withdrawal Form from the Student Records Office;
2. Notify the Financial Aid Office and complete an Exit Interview, if applicable;
3. Complete the withdrawal Form, including the accompanying questionnaire, and submit it to the Student Records Office.

If a refund is due to a student who has withdrawn from the School, as determined by the Student Accounts Office, the refund will be mailed within 45 days of the student's completion of the formal School withdrawal process.

Grades and Records

The School uses a standard 4.0 scale to calculate grade point averages:

<u>Letter Grade</u>	<u>GPA Value</u>
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
R(repeat)	0.0
W (withdraw)	0.0
I (incomplete)	0.0
TR (transfer)	0.0

Repeating Courses

The School recognizes that establishing proper study habits and creating a balance in one's life takes deliberate care and work, and that students may not immediately meet these goals. Therefore, the School will allow students to repeat a class in which they have received a grade of "F". Course repeats are limited to three attempts. Credit is earned for the course only once and students will keep the highest grade obtained when repeating a class. The lower grade for the particular course will be removed from the GPA, but will remain on the transcript with a grade of "R." Additionally, the credits will be included in the total attempted credits that may impact a student's satisfactory academic progress.

Grade Appeals

Course Directors are responsible for clearly stating the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with the stated objectives. Students are responsible for maintaining standards of academic performance established in the syllabus for each course in which they are enrolled. The grade appeal procedure provides a formal process for students to request a review of final grades which they think were incorrectly awarded. The burden of proof rests with the student to demonstrate that the grade assigned for the course was made on the basis of any of the following conditions:

1. A grading decision was made on some basis other than performance and other than as a penalty for academic dishonesty.
2. A grading decision was based on standards unreasonably different from those which were applied to other students.
3. A grading decision was based on a substantial, unreasonable or unannounced departure from the course objectives and assignments.

The procedure to file a Grade Appeal is as follows:

1. The student must submit a grade appeal, in writing, to the instructor who issued the grade, no later than 30 calendar days after the first day of classes of the next term.
2. If, after subsequent consultation with the instructor, the student is not satisfied and wishes to pursue the issue, or if the instructor is not available or does not respond within 14 days, the student should submit an appeal in writing to the Program Director. Documentation supporting the grade change based on the appropriate category(ies) set forth above is to be submitted with the appeal. If no appeal is filed within this time period, the grade shall be considered final.
3. The Program Director will discuss the matter with the student and with the instructor, arrive at a decision, and will document the appeal and the Director's response. This decision is final.
4. The result and documentation of the review will be compiled by the Registrar and placed in the student's academic file.

Graduation Requirements

To graduate from the certificate program, students must:

1. Successfully complete all required courses
2. Have at least a 2.0 cumulative grade point average
3. Submit a Graduation Application to the Office of Student Records at least one month prior to the end of their program

Honors Program

The Honors Program is designed to reward those students who have demonstrated extraordinary effort and academic achievement in the certificate program. Students having a GPA of 3.7 or higher are eligible for the Honors Program. Students wishing to apply for Honors status may do so by visiting the Student Services department.

STUDENT RECORDS

Student records are kept on the premises for a period of five years after graduation. Student transcripts are retained indefinitely. Students may request copies of their academic transcripts by submitting a request with student's full name (maiden name if applicable), social security number, and dates of attendance to:

The Los Angeles Recording School
c/o Registrar, 6690 Sunset Blvd.
Hollywood, CA. 90028.

The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their education records. FERPA rights apply to students who are in attendance at the School, as well as former students. Students are “in attendance” the day they first attend a class. These rights include:

1. The right to inspect and review education records within 45 days of the date the School receives a request for access. Students should submit written requests to the Office of Student Records that identify the record(s) they wish to inspect. The Office of Student Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of their education records if the student believes them to be inaccurate. Students may ask the School to amend a record that they believe is inaccurate. They should write the School official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

EXCEPTION 1: One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the School in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel); a person or company with whom the School has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; a student serving on an official committee, such as a disciplinary or grievance committee; or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

EXCEPTION 2: Upon request, the School may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

EXCEPTION 3: The School may release the educational records of a student to a parent, provided the student is claimed as a dependent for tax purposes and the individual seeking education records meets the definition of “parent” under FERPA. Under FERPA, a “parent” is defined as “a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.” Parents are required to submit a copy of their most recently filed federal income tax return. Copies must include the signature of one or both parents and the student’s name must be indicated as a dependent on the return. A new release will be required each term.

EXCEPTION 4: In accordance with FERPA, the School will disclose to third parties information from the educational records of a student, provided the information is disclosed due to an “articulable and significant threat to the health and/or safety of the student or other individuals.”

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

Under the terms of FERPA (section 99.37) “an educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency of institution of:

1. The types of personally identifiable information that the agency or institution has designated as directory information;
2. A parent’s or eligible student’s right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and
3. The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.”

The School has established the following as directory information:

Student’s name	Previous institutions attended
Student’s address	Number of credit hours enrolled
Student’s phone number	Hometown
Dates of attendance	Awards
Academic class	Honors
Major field of study	Name of student’s Academic or Student Advisor
Photographs	Full time/part time status
Email address	

STUDENT CODE OF CONDUCT

Students of The Los Angeles Recording School possess certain rights and responsibilities designed to promote a safe and respectful living and learning environment. By choosing to attend the School, students agree to uphold standards of conduct that have been developed to guarantee students freedom to learn and to protect the fundamental rights of others. In an effort to foster tolerance, civility, and accountability, the student conduct process aims to serve as a learning experience that can result in growth and personal understanding of one’s responsibilities and privileges within both the school community and the greater community.

Jurisdiction of the Student Code of Conduct

This Student Code of Conduct shall apply to conduct that occurs on school premises, at school sponsored activities, and to off-campus conduct that adversely affects the school community, poses a threat to safety of persons or property, or damages the institution’s reputation or relationship with the greater community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a certificate, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his or her conduct is not discovered until after the certificate is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

Prohibited Student Conduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined below:

1. Abuse: Abuse includes, but is not limited to, physical fighting, sexual harassment, sexual abuse (including, but not limited to, violent sexual misconduct), verbal or emotional abuse, threats of violence or other inappropriate conduct, intimidation, stalking, coercions and/or other conduct which threatens or endangers the physical or mental health, well-being or safety of another person or oneself. Abuse is not limited to face-to-face actions and can also include written and electronic communication.
2. Alcohol: Possession, use, manufacture, distribution or sale of alcoholic beverages as an individual or recognized School organization in violation of the law or School policies is prohibited.

3. Dishonesty: Academic dishonesty is conduct or behavior including, but not limited to,; cheating; plagiarism; unauthorized possession or disposition of academic materials; falsification; collusion; or other forms of dishonesty affecting the academic environment. Other forms of dishonesty include, but are not limited to: furnishing false information to any School official, instructor or office; forgery, alteration or misuse of any school document, record or instrument of identification; and engaging in any form of piracy or other form of copyright infringement (as defined by U.S.C–Title 17), including but not limited to exchange of software, documents, unauthorized use of the copyrighted material in any derivative works, whether the infringing use is accomplished by hard copy exchanged directly from person to person or through the use of the school’s networks or the internet.
4. Disorderly Conduct: Disorderly conduct is defined as any act or summary of actions that is disruptive, lewd, indecent, or otherwise breaches the peace; regardless of intent. Disorderly conduct includes, but is not limited to yelling, shouting, or cursing.
5. Drugs: The use, possession, manufacture or distribution of illegal drugs, drug related paraphernalia, narcotics or other controlled substances(except as expressly permitted by federal, state and/or local laws) is prohibited. The manufacture, distribution, sale, purchase or use of marijuana of any kind, nature or description used for medicinal purposes is prohibited. The abuse or sale of prescription drugs for persons or purposes other than for which the substance has been prescribed is prohibited. Likewise, the misuse or abuse of legal over-the- counter drugs or medicine is prohibited.
6. Failure to Comply: The failure to comply with written or verbal instructions or directions of members of the School faculty, administrators, emergency or service personnel acting in the performance of the official duties and/or failure to identify yourself to these persons when requested to do so.
7. False Reporting or Disruption of Disciplinary Proceedings: False reporting is defined as intentional falsification, distortion or misrepresentation of information in reports or information presented as part of a student disciplinary proceeding or otherwise reported to the Chief Student Affairs Officer. Disruption of disciplinary proceedings is defined as disrupting or interfering with the student disciplinary process or failure to obey a notice to appear for an administrative meeting related to disciplinary proceedings or a meeting with the Conduct Review Board.
8. Firearms, Explosives, Weapons: Possession of firearms, explosives or other weapons, or unauthorized use of dangerous chemicals or substances on School premises, is prohibited. Possession of weapons, including concealed weapons for which a permit has been obtained, on School premises, including parking lots, or in public while representing the School, or while attending campus events or working on course projects off campus is prohibited.
9. Harassment: Harassment is behavior or conduct that objectifies a personal attribute, singling it out for ridicule, attack or disparagement. Students may not engage in conduct or behavior that serves to degrade the status of another person. The attributes of such behavior or conduct include, but are not limited to, degradation or objectification related to the following: race or ethnic origin; gender; physical or mental disability; age; religion; economic class; and sexual orientation. Conduct indicative of harassment includes, but is not limited to, conduct that would place a reasonable person in fear of his or her personal safety through words or actions, physical contact, written or verbal comments, or suggestions expressed through email, posting, text messaging, social networking sites, or other mediums, hostile or threatening gestures or other forms of degradation.
10. Interference, Obstruction or Disruption: Interference, obstruction and disruption includes behavior that interferes with, obstructs or disrupts any normal School activity such as teaching, recreation, meetings, public events, disciplinary proceedings, the freedom of expression, and movement of students or other members of the School community and their guests. Participation in activities that threatens the safety of the School community and/or infringes on the rights of its members is prohibited.
11. Lab Computers and Software Applications: Computer workstations are supported with a variety of software applications needed to achieve the intended purpose of each such computer workstation. Students may not load any software application onto any school computer workstation for any purpose. Students found to have loaded unauthorized software applications to any school computer workstation will be dismissed from the school. The use of unauthorized illegal “cracked” or “pirated” copies of software is strictly forbidden.

12. Retaliation: Retaliation is defined as any conduct which serves as a reprisal with the intent of causing physical or psychological pain. Retaliation includes, but is not limited to, unwelcome or repeated contacts by telephone, by letter, email, internet postings, instant messaging, in person, or by third party; damaging or vandalizing personal property; offensive acts/gestures; overt threats, whether or not they were actually carried out; or any conduct that would instill fear and trepidation in the victim.
13. School Policies: The violation of published School policies, rules and regulations found in, but not limited to, the Student Handbook and the School catalog may result in disciplinary action.
14. Theft/Damage: Theft, attempted theft of, or unauthorized use or possession of property, services or software owned or controlled by the School or an individual is prohibited. Damage includes, but is not limited to, vandalism and graffiti to property of the School; property that belongs to a member of the School community; or other personal or public property. Damage also includes the installation of software on School computers.
15. Unauthorized Use: Unauthorized copying or distributing of any school curriculum, materials, educational or classroom content, including that which has been obtained via video or audio recording of educational content, curricula or procedure, distributed to a student, whether on or off of the school premises. Video recording, audio recording or photography of the school's educational content, curricula or procedures is prohibited without permission of a school official.
16. Violation of the Law: Violation of any federal, state or local law is prohibited.

The Student Conduct Process

The School views the conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within the School community. It is not intended to be a substitute for civil or criminal legal proceedings, and is designed to provide a fair evaluation of whether or not a student has violated School policies. Formal rules of evidence do not apply in the School's conduct process. The School uses the preponderance of evidence when determining responsibility for alleged violations of the Code of Conduct. A preponderance of evidence means that what is alleged to have happened is, more likely than not, what actually happened. This shall be the standard of proof used in all conduct proceedings under this code. In an emergency situation, the School reserves the right to take administrative action, apart from the student conduct process. Such action may be taken when conduct poses an unreasonable threat to the student(s) engaged in the conduct, other individuals or the School. The Chief Student Affairs Officer or designee must approve all such administrative action. Possible dispositions may include, but are not limited to, mandatory evaluation, temporary or indefinite withdrawal from the School, and/or other administrative action.

Initiating a Complaint

Any member of the School community may file a written complaint against a student for an alleged violation of the Student Code of Conduct to the Chief Student Affairs Officer. All complaints must be in writing. Anonymous complaints and informal reports will be accepted primarily for informational purposes and will be acted on to the extent necessary and appropriate under the circumstances.

The complaint should include:

1. The name of the student(s) alleged to have violated the code
2. A clear statement surrounding the nature and circumstances of the complaint (date, time, place, witnesses)
3. The identification of the specific part of the code allegedly violated
4. The names, addresses and telephone numbers of those filing the complaint(s)

Upon receipt of the written complaint, the Chief Student Affairs Officer decides whether there is substance to the complaint; whether the complaint falls within the jurisdiction of the Student Code of Conduct; and whether to charge the student(s) with a violation. The School will forward the complaint to the appropriate Hearing Officer.

Notice of Charges

Students will be given written notice of charges of alleged violation of the Student Code of Conduct. The notice will be emailed to the student's school email account. The notice will describe the alleged policy violations and will inform the student of the requirement of an administrative conference. As needed to protect any involved parties, the letter of notice may also contain certain restrictions, pending the resolution of the matter through the hearing process. If the student fails to schedule a conference, the School reserves the right to make a decision in the case without the benefit of the student's participation.

Administrative Conference with a Hearing Officer

An administrative conference is a preliminary meeting between the Hearing Officer and the accused. The following may occur during an administrative conference:

1. An explanation of the discipline process
2. A discussion of the student's rights
3. A review of the charges with the student
4. The accused student will be given an opportunity to respond to the charges.

The Hearing Officer decides to hear the case and render a decision or refers the matter to a Conduct Review Board hearing. In every case, the facts are to be reviewed and decisions made based upon a preponderance of evidence. After reviewing the information contained in the letter of notice and following the conference with the Hearing Officer, the student has the following options:

1. Accept responsibility for the charges, and the Hearing Officer will determine the appropriate level of discipline and other sanctions or restorative resolution outcomes. In cases where academic dishonesty is the infraction, the Hearing Officer will consult with the appropriate Program Director to determine the appropriate level of disciplinary action.
2. Dispute the charges, and request a hearing with the Conduct Review Board. The Hearing Officer may also refer the case to the Conduct Review Board for adjudication.

Disposition by Hearing Officer

Following an administrative conference, the Hearing Officer may investigate the incident further when information is insufficient, or when the student does not agree with the charges and elects to request a hearing with the Conduct Review Board. After a decision has been rendered, the student will receive a notice in writing summarizing the findings of the conference, and informing the student of subsequent actions in a timely manner.

Conduct Review Board

The Conduct Review Board (CRB) will hear cases referred to it by Hearing Officers and any appeals from the administrative conference. It will also consider appeals following a disposition by the Chief Student Affairs Officer. Reports of behavior that may result in suspension or expulsion may be referred to the Conduct Review Board. The Board is comprised of a minimum of two instructors and two staff members. A minimum of four members must be present to hear a case. All proceedings shall be conducted in a manner which is informal and at the same time assures fundamental fairness. The proceedings shall be closed to the public. The student may be accompanied by an advisor or support person they choose, at their own expense. Since the direct interaction with the students involved is essential to the educational relationship with the School, the advisor is limited to counseling the student and may not act as a representative of the student, speak on the student's behalf, or participate directly in any hearing. The Hearing Officer or Chair of the Conduct Review Board may also consult with or choose to have an advisor present at a hearing. Comments/statements must be restricted to matters directly relevant to the case. Formal rules of process, procedure or evidence, as established and applied in the civil or criminal justice system, do not apply in this process. In every case, the facts are to be reviewed and decisions made based upon a preponderance of evidence. Any person disrupting, interfering with or not abiding by the rulings of the Chair may be dismissed. The Chair will be responsible for reading the complaint and stating the charges against the accused student. The Chief Student Affairs Officer or a designee directs the presentation of the School's evidence and witnesses. The Chair will ask the accused student to respond to the charges, present evidence on his/her behalf,

and call any witnesses. The CRB may ask questions of or recall any hearing participants to address specific issues or questions at the request of either the accused student or a CRB member.

The Chair will conclude the hearing and dismiss the accused student and advisor, if applicable, prior to the CRB entering a closed-session deliberation. During deliberation the CRB will decide whether or not the accused student has violated the Student Conduct Code, and render an appropriate sanction; or in the case of an appeal, will decide to uphold, modify or reverse the original sanction. The Conduct Review Board has the authority to determine the appropriate level of disciplinary action taking into consideration the severity of the infraction, impact on individuals or the community, and the past record of discipline. In addition to the sanctions detailed in this section, the CRB may place limits or conditions, require restitution, community service, and/or specify participation in educational programs and interventions including, but not limited to, those related to alcohol or drug use, ethical decision making, personal counseling; and restorative justice. The student will receive written notice of the CRB's decision in the case within three business days of the hearing or appeal. Decision letters that include information identifying persons listed as victims may not be released by the student to unauthorized third parties. Failure to comply with this requirement could result in additional disciplinary charges. Decisions by the CRB are final.

Sanctions

All of the circumstances in a particular case will be considered when assigning sanctions including, past disciplinary record, nature of the violation, and severity of damage, injury or harm. Sanctions are intended to be educational in nature, with a goal of preventing future violations from occurring.

One or more of the following sanctions may be imposed for violating the School policies:

- **No Action:** It may be found that the charges against the student are unsubstantiated and the student is exonerated. In this case, the decision letter specifies that the charges are cleared and no disciplinary action is taken.
- **Warning:** A warning is a written or oral communication that further misconduct may result in more severe disciplinary action.
- **Conduct Probation:** As a result of several minor violations, or a more serious violation of the School policies, a sanction of disciplinary probation may be imposed. The student is given a specific time period in which to show changes in behavior. Violations of the terms of probation or subsequent misconduct are grounds for further disciplinary action, including suspension or expulsion.
- **Restitution or Fines:** Fines or restitution may be imposed as a sanction to offset damage caused or potentially caused by misconduct. The student is required to make payment, either in money or services, to the School or to other persons, groups or organizations that may be affected by the misconduct.
- **Discretionary Sanctions:** These include, but are not limited to, alcohol or drug education, recommendation for counseling, required mental health assessment, or a special educational project designed to assist the student in better understanding the overall impact of his/her conduct.
- **Interim Suspension:** The Chief Student Affairs Officer, or a designee, may suspend a student for an interim period prior to a CRB hearing or administrative conference. An interim suspension will be effective immediately, without prior notice, when the Chief Student Affairs Officer or his/her designee determines that the continued presence of the student on the campus poses a substantial threat to himself, herself, any member of the community, or the stability and continuance of normal School functions. A CRB hearing or administrative conference will take place as soon as reasonably possible following an interim suspension.
- **Suspension:** Suspension is separation of the student from the School for a defined period of time, after which the student is eligible to reenroll or reapply for admission. Readmission or reenrollment is not guaranteed. Specific criteria may be imposed during the conduct process as conditions for reenrollment or readmission. During a period of suspension, the student may be barred from visiting campus or participating in School sponsored events and programs off campus.
- **Expulsion:** In the case of expulsion, the student is required to permanently leave the School. Notification may accompany a student's transcript. The student will be denied access to the School campus or designated portions of campus.

- **Grading Penalty:** When a student is found responsible for engaging in academic dishonesty, the instructor may impose a grading penalty, which could include failure for the assignment in question, a reduction in grade, or failure in the class. If the instructor reduces a grade based on the finding of academic dishonesty, that action would be reported and kept in file in Student Services.
- **Other Sanctions:** Other sanctions may be imposed instead of, or in addition to, those specified above. For example, students may be referred to the Counselor for evaluation or restricted from certain School buildings.

Record of Discipline

Student disciplinary records will be maintained in keeping with the Federal Family Educational Rights and Privacy Act of 1974(FERPA) and subsequent amendments and the guidelines for implementation. The record of disciplinary actions will be kept in a file in the Office of the Chief Student Affairs Officer. Disciplinary records are maintained for a period of seven years from the date of the last decision. Information regarding a student's disciplinary record is available to persons or offices internal to the School, who have a demonstrated need to know.

Conflict Resolution Policy (Student Complaints)

The School is committed to providing the best possible educational environment for their students. We encourage an open and frank atmosphere in which any conflict, complaint, suggestion or question receives a timely response from staff and/or faculty. The School strives to ensure fair and honest treatment of students. Students, instructors and staff are expected to treat each other with mutual respect at all times. When students have issues of concern that do not fall under the discrimination or harassment policies or the grade appeal procedure in the Student Handbook, they should follow the conflict resolution procedure to resolve any other issues that occur between them and the instructor or staff of the School. Please see the non-discrimination or harassment policy for issues that are appropriate for those policies. The student conduct process is used for certain other issues for which this policy is not appropriate. Students will not be penalized, formally or informally, for voicing a complaint in a reasonable and appropriate manner, or for using the conflict resolution procedure.

Conflict Resolution Procedure

If a situation occurs when a student believes they have been treated unfairly or a decision affecting them is unjust or inequitable, s/he is encouraged to do the following:

1. The student presents the concern to the instructor or staff member with which the issue is of concern, after the incident occurs. If the instructor or staff member is unavailable or the student believes it would be inappropriate to contact that person, then the student should present the conflict to the Chief Student Affairs Officer or to a Program Director (for instructor issues) and/or to Human Resources(for staff issues).
2. Students may present the issue to the Chief Student Affairs Officer at any time.
3. Whichever party is contacted--the Chief Student Affairs Officer, the Program Director or Human Resources--would then apprise the other of the situation.
4. If the issue involves an instructor, the Program Director will notify Human Resources of the concern. Human Resources will work with the instructor and Program Director as needed to resolve the issue. The Chief Student Affairs Officer will be kept apprised of the progress and involved on an as-needed basis to best resolve the issue.
5. If the issue of concern is with a staff member, then Human Resources will apprise the staff member's supervisor of the situation and work through the situation with the staff member and the supervisor as needed. The Chief Student Affairs Officer will be kept apprised of the progress and involved in an as-needed basis to best resolve the issue.

Not every conflict can be resolved to everyone's total satisfaction, but only through understanding, open communication and discussion of mutual conflicts can students, instructor and staff develop confidence in each other. This confidence is important to the operation of an efficient and harmonious educational environment.

Discrimination

The Los Angeles Recording School is committed to creating and maintaining a community in which all members can work and learn together in an atmosphere free of unlawful discrimination. Discrimination on the basis of race, color, national origin, gender, age, disability, creed, religion, veteran status or sexual orientation is not tolerated. The Schools reserve the right to take all necessary and appropriate action to prevent, correct, and if necessary, discipline individuals engaging in unlawful discrimination. Complaints of discriminatory behavior by employees (instructor and staff) should be reported to the Manager of Human Resources, who will determine the appropriate next step for investigation and resolution. Complaints of discriminatory behavior by students should be reported to the Chief Student Affairs Officer, who will initiate the appropriate student discipline process to address the complaint.

Unlawful Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, receipt of services or educational advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting that individual; or
- Such conduct has the purpose or effect of unreasonable interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive working, educational or living environment.

Any person or entity who engages in sexual harassment will be subject to discipline or sanction, in accordance with the policies and procedures of the institution. Students are required, as a condition of their enrollment at or participation of activities at the School, to abide by this policy statement and prohibitions against sexual misconduct contained in the Student Code of Conduct. Students have the right to be free from sexual harassment during the pursuit of their educational and social activities at the School. Students are encouraged to report incidents of sexual harassment to the Chief Student Affairs Officer.

Campus Security

It is essential that all security incidents occurring on campus or in its vicinity be reported to uniformed security personnel. Security Incidents include criminal activity of all types, incidents that result in injury to a student, faculty or staff members, incidents that result in damage to The Los Angeles Recording School equipment or other The Los Angeles Recording School facilities, all losses of personal property, suspicious individuals on campus, persons on campus apparently under the influence of an intoxicating substances and any dangerous situations or activities likely to result in personal injury or property damage.

Appropriate Los Angeles Recording School personnel may be contacted per below.

Security Office	323-465-1983	Operations Support	323-696-2840
Student Services Office	323-769-8505		

In a life-threatening situation on campus, call 911 immediately and then contact appropriate school personnel.

Campus Safety

All injuries or other extraordinary incidents must be reported to school Security and, where appropriate, Operations Support. The school Operations Support office maintains first aid kits for use when needed. Students may pick up any in-house extension and dial "6000" for reception and the receptionist will page operations or security for them, as needed. Emergency exits are located on all floors of the school, and evacuation routes and procedures are posted at each elevator. In the event of a fire alarm or other evacuation situation, students should use the emergency exits, not the elevators. If the fire alarm sounds, students should not panic and instead cease current work assignment and proceed to the nearest emergency exit.

CAREER DEVELOPMENT SERVICES

With the help of the Career Development Department, our alumni members are truly making their mark in the entertainment industry: working with notable artists, studios and production companies on major feature films, television shows, albums, music videos, video games, and animation projects. Staffed by entertainment industry professionals, the Career Development Team is here to advise students on successful career strategies, prepare them to effectively enter the professional workplace, and achieve success in their chosen field.

Career Development Services include:

Career Advising

- Each student will meet with an assigned Career Advisor in order to identify and target their entry-point into the industry, and receive advice on developing a job search and career plan. These activities – coupled with the student’s creation of a professional career portfolio (resume, cover letter, demo reel, website, etc.) – are designed to set the student upon a successful career path.
- Optional “Open Door” Advisory Sessions, Workshops, and Mock Interviews are also available on an ongoing basis for those interested in additional assistance.

Employment Assistance

- Graduating students and alumni receive weekly listings of open jobs and internships, as well as industry-related events and opportunities on campus and throughout the entertainment community.
- It is the department’s belief that the education received from workshops and advisement sessions will give students the ability to find employment entirely on their own – a survival necessity in a predominantly freelance industry.
- The Career Development Department makes a reasonable effort to assist each graduate with securing gainful employment, but does not provide any guarantee of employment. The Career Development Team requires a consistent and professional relationship with each student or graduate in order to provide effective assistance.

Guest Speakers

- The school hosts guest speakers hailing from various aspects of the entertainment industry. These experiences provide students with unprecedented access to current industry professionals so they can receive real world advice, hear stories “from the trenches,” ask targeted questions to those working in their field of interest, put their networking skills into practice, and gain inspiration from artists whom they admire.

Alumni Relations

- We encourage our graduates to stay in touch, update us on their achievements, and continue to foster professional relationships by attending our Guest Speaker lectures and on-campus employer presentations, as well as school screenings and special events.
- Graduates may continue to receive job/internship listings and utilize Career Development’s services after graduation provided they are in good standing with the department.

Employment Potential

The School makes no representations or guarantees as to a student’s employment potential or earning potential upon successful completion of the program. Students should keep in mind that the film, television, recording, music, video game, animation, and entertainment industries as a whole are highly competitive fields of endeavor and as a result, many talented individuals who strive to enter these fields might fail to succeed.

Housing Not Provided

The School does not have dormitory facilities available for its students. As a consequence, students must secure housing off campus. We do make the services of a Housing Coordinator available to assist students. We suggest that each student begin making housing arrangements as early as possible in advance of the start of classes. We suggest students become familiar with Los Angeles, particularly Hollywood and its surroundings. We further suggest that students become familiar with the Los Angeles area freeway systems and mass transit. Given the size of Greater Los Angeles, a student will want to secure housing in an area that provides a) a reasonable vehicle commute for the student, or b) is located near mass transit lines that connect with the Hollywood area providing a reasonable mass transit commute for the student, or c) is within walking distance or biking distance from campus. Students wishing to set up a roommate situation with another Los Angeles Recording School student should contact the Housing Coordinator for a roommate list.

Limited parking facilities are available in the building in which The Los Angeles Recording School is located and off-campus parking structures in the immediate campus area provide both daily and monthly parking rates, many of which offer our students discounted rates. Students may inquire about these parking facilities with the Student Services office.

The Los Angeles Recording School students may apply for discounts on METRO Mass Transit pass rates. Information about METRO Mass Transit is available with Student Services.

Hours of Operation

- The school's general business hours are Monday through Friday 9:00 am – 6:00 pm.
- Classes, labs, and other academic events run 7 days per week, 7:00 am to 1:00 am. Classes can be scheduled at any point during this time.
- Admissions Office Hours are Monday through Thursday 8:30am – 8:30 pm, Fri. 8:30 am – 5:00 pm.
- Financial Aid Office Hours are Monday through Friday 8:00 am – 8:00 pm.
- Student Services Office Hours are 9:00 am – 6:00 pm, Monday through Friday. Times may vary depending on the demands of the academic calendar.

Business dealings with school personnel (i.e. card key business, facilities reservations, equipment reservations and pickups, payment of tuition and deposits, insurance certificate requests, student verification letters, etc.) must be conducted during the school's business hours.

Media Center – Late Returns & Fines

The Los Angeles Recording School has fines for overdue library items. This is to encourage borrowers to return items on time, allowing the Media Center to keep materials in circulation and available to all borrowers. Items are due back in the Media Center by the due date. Notices (reminder and overdue) are sent as a courtesy only. It is the borrower's responsibility to return materials by the due date. Students are not able to borrow new materials until all overdue items are returned and fines paid.

Fines are calculated for each item overdue. Failure to receive notification of overdue items does not absolve a borrower of fine obligations. Media Center charges are also encumbered when an item is damaged or declared lost. A Purchase Requisition for the actual replacement cost plus fines will be sent to the borrower. Materials not returned within 60 days are considered lost and Media Center charges apply. Failure to receive notification of charges does not absolve borrowers of Media Center obligations.

DISCLOSURES

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.

Institutional Ownership

The Los Angeles Recording School Governing Board members are as follows: Diana Derycz-Kessler, Ed Haddock, Bill Heavener, Paul Kessler and Jon Phelps. The School is owned by The Los Angeles Recording School, LLC, and its individual owners: Bristol Capital Holdings, LLC; Haddock Education, LLC; The Heavener Company Education West, LLC; and Phelps Education West, LLC.

Program Advisory Committee Members:

Dave Aude – Recording Producer and Recording Studio Executive

Dave Dubow – Manager, LA Sound Gallery and Recording Producer

Marc Fishman – Re-Recording Mixer, Todd A-O Studios

Jeff Greenberg – CEO, The Village Recording Studio

Greg Parkin – Senior Director of Operations, Capitol Recording Studios

Joel Shryack – Freelance Sound Editor and Technician

Accreditation & Authority to Operate

The Los Angeles Recording School is a private educational institution and has been granted Approval to Operate by The Los Angeles Recording School is accredited by the Accrediting Council for Continuing Education & Training (ACCET). ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.

Complaints to ACCET about this school may be submitted with supporting documentation in writing to:

1722 N St NW
Washington DC, 20036
Phone: (202) 955-1113
Fax: (202) 955-1118
complaints@accet.org

The Los Angeles Recording School is also accredited as a branch campus of The Los Angeles Film School by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

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 at www.bppe.ca.gov.

Financial Statement

At the time of this printing, The Los Angeles Recording School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and does not have a bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

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

California Department of Consumer Affairs, Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, California 95833
(800) 370-7589
www.bppe.ca.gov
bppe@dca.ca.gov

© 2011 The Los Angeles Recording School. All rights reserved. The term "The Los Angeles Recording School" and The Los Angeles Recording School logo are either service marks or registered service marks of The Los Angeles Recording School. Other product and company names mentioned herein may be the trademarks of their respective owners. The Los Angeles Recording School is not necessarily sponsored, endorsed by, or affiliated with other such companies.