

COLUMBIA COLLEGE HOLLYWOOD

CATALOG ADDENDUM 2 LOS ANGELES MAIN CAMPUS

Effective July 8, 2019

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The information contained in the current catalog and in this addendum is certified true and correct in content and policy at the time of publication. This addendum becomes an integral part of the current catalog as of its effective date.

ADMISSIONS

APPLICATION DEADLINES

Columbia College Hollywood admits qualified applicants on a first-come first-served basis, giving priority to students who apply early.

Prospective students who wish to enroll for Fall quarter are encouraged to apply for Early Decision via the Common Application® at commonap.org.

Prospective students may apply at any time on the website for the campus on which they wish to enroll:

- Los Angeles campus applications: columbiacollege.edu/admissions.
- Flashpoint Chicago applications: flashpoint.columbiacollege.edu/apply-online-today
- Online program applications: columbiacollege.edu/admissions or flashpoint.columbiacollege.edu/apply-online-today

Prospective students who wish to apply for Columbia College Hollywood or Flashpoint Chicago scholarships should apply early to meet specific scholarship application deadlines. Please visit the Scholarships & Grants page of the campus website for scholarship application requirements and deadlines.

ACADEMIC POLICIES

SATISFACTORY ACADEMIC PROGRESS (SAP)

In accordance with US Department of Education regulations, the college is required to consistently apply reasonable standards for evaluating each student's Satisfactory Academic Progress (SAP). Recipients of Title IV funds must meet the minimum standards of Satisfactory Academic Progress in order to continue receiving federal student aid.

HOW SAP IS EVALUATED

The college evaluates all students for Satisfactory Academic Progress (SAP) by three standards:

- ACADEMIC STANDARD measured by Cumulative Grade Point Average (CGPA)
- PACE STANDARD measured by Incremental Completion Rate (ICR)
- TIME FRAME STANDARD measured by Maximum Time Frame (MTF)

ACADEMIC STANDARD (CGPA)

Cumulative Grade Point Average (CGPA) is the qualitative standard of Satisfactory Academic Progress (SAP). CGPA indicates a student's level of academic achievement in all courses taken during a student's entire career at Columbia College Hollywood.

At the end of each quarter, a student receives a grade and corresponding number of grade points for each course attempted and each course successfully completed. Grade points awarded for each course are averaged into a quarterly Grade Point Average (GPA). To maintain Satisfactory Academic Progress (SAP), a student should aim to complete courses with a grade of C or better. Receiving grades of D or F may put the student at risk of failing to meet the minimum CGPA standard of SAP.

If the student fails a course and receives an F grade, 0 grade points are calculated into the student's quarterly GPA, effectively lowering the student's CGPA. When the student repeats and successfully passes the course on the second attempt, the passing grade replaces the F, and the grade points for the passing grade are calculated into the student's CGPA. Courses with the following grades are NOT calculated into the student's CGPA: Withdrawn (W), Pass/Fail (P/F), Incomplete (INC), and Transfer Credits (TR).

All new students must maintain the following minimum CGPAs in the first academic year of enrollment:

- 1.00 CGPA at the end of the 1st quarter
- 1.33 CGPA at the end of the 2nd quarter
- 1.67 CGPA at the end of the 3rd quarter
- 2.00 CGPA at the end of the 4th quarter and all quarters thereafter.

PACE STANDARD (ICR)

Incremental Completion Rate (ICR) is the quantitative measure of SAP. ICR indicates the pace at which a student is progressing through the required credit hours and courses for the degree program.

ICR is the percentage of credit hours a student successfully completes out of all credit hours the student attempts:

- Credit hours attempted
 - The total required credit hours the student has enrolled in or transferred to the college.
 - Includes courses with the following grades:
 - Withdrawn (W)
 - Incomplete (INC)
 - Pass/Fail (P/F)
 - Transfer Credit (TR)
- Credit hours completed
 - The total required credit hours the student has completed with a passing grade.

A new student must show a minimum ICR of 33.33% at the end of each of the first five (5) quarters of enrollment. A student must show a minimum ICR of 66.67% at the end of the 6th quarter of enrollment and at the end of each quarter thereafter. This indicates that the student has successfully completed at least 2/3 of the total required credit hours attempted at the end of the student's first two years of enrollment.

TIME FRAME STANDARD

Maximum Time Frame (MTF) is the time frame standard of SAP. Time frame is defined by credit hours attempted, which are all credits a student has enrolled in or transferred to the college, including credits for courses that received a grade of Withdrawn (W), Pass/Fail (P/F), Incomplete (INC), or Transfer Credits (TR). The Maximum Time Frame is the total number of credit hours a student is allowed to attempt during a program.

The Maximum Time Frame for all Columbia College Hollywood degree programs is 150% of the credit hours required for the program. All students must complete their academic programs and receive their degrees within the Maximum Time Frame to meet the time frame standard of SAP. Listed below is the maximum number of credits (including transfer and exam credits) students may attempt toward degree completion.

MAXIMUM TIME FRAME		
DEGREE LEVEL	BFA	AFA
Credit Hours Required	192	96
Maximum Credit Hours Attempted: 150% of Required	288	144

At any time, if it is mathematically determined that a student will be unable to complete a program within the Maximum Time Frame, the student will receive notification of failure to meet the minimum standards of SAP and will be academically dismissed from the college. If the student is a recipient of financial aid, the student will no longer be eligible to receive Title IV funding.

WHEN SAP IS EVALUATED

Satisfactory Academic Progress (SAP) is evaluated for all students at the end of each quarter of enrollment. A student who is in danger of failing to meet minimum standards of SAP may be alerted at any time and required to take specific corrective action. At any time, if a student is mathematically unable to meet minimum standards of SAP, the student will be notified and academically dismissed from the college.

SAP Evaluation Points are:

- At the end of the 1st academic quarter
 - CGPA must be 1.0 or better
 - ICR must be 33.33% or better
 - Failure to meet both standards will result in the student being placed on Academic Warning Status for one (1) quarter.
- At the end of the 2nd academic quarter
 - CGPA must be 1.33 or better
 - ICR must be 33.33% or better
 - Failure to meet both standards will result in the student being placed on Academic Warning Status for one (1) quarter. If the student has been on Academic Warning Status during the current quarter, the student will be academically dismissed from the college.
- At the end of the 3rd academic quarter
 - CGPA must be 1.67 or better
 - ICR must be 33.33% or better
 - Failure to meet both standards will result in the student being placed on Academic Warning Status for one (1) quarter. If the student has been on Academic Warning Status during the current quarter, the student will be academically dismissed from the college.
- At the end of the 4th and 5th academic quarters
 - CGPA must be 2.0 or better
 - ICR must be 33.33% or better
 - Failure to meet both standards will result in the student being placed on Academic Warning Status for one (1) quarter. If the student has been on Academic Warning Status during the current quarter, the student will be academically dismissed from the college.

- At the end of the 6th quarter and each quarter thereafter
 - CGPA must be 2.0 or better
 - ICR must be 66.67% or better
 - Failure to meet both standards will result in the student being placed on Academic Warning Status for one (1) quarter. If the student has been on Academic Warning Status during the current quarter, the student will be academically dismissed from the college.

At any time, if a student has exceeded or is mathematically determined to exceed the Maximum Time Frame (MTF) for the enrolled program, the student will be academically dismissed from the college.

SAP EVALUATION POINTS	Both minimums are required:		Less than required minimum in <i>either</i> CGPA or ICR results in:
	CGPA	ICR	
End of 1 st quarter	1.00	33.33%	Academic Warning Status next quarter
End of 2 nd quarter	1.33	33.33%	If 1 st occurrence: Academic Warning If on Academic Warning during this quarter: Dismissal
End of 3 rd quarter	1.67	33.33%	If 1 st occurrence: Academic Warning If on Academic Warning during this quarter: Dismissal
End of 4 th and 5 th quarters	2.00	33.33%	If 1 st occurrence: Academic Warning If on Academic Warning during this quarter: Dismissal
End of 6 th quarter and all subsequent quarters	2.00	66.67%	If 1 st occurrence: Academic Warning If on Academic Warning during this quarter: Dismissal

SAP NOTIFICATION

At each SAP Evaluation Point, a student who fails to meet all minimum standards of SAP will be notified by the college by mail or email within five (5) business days after the end of the quarter. If, at any time, it becomes mathematically impossible for a student to meet minimum standards of SAP, the student will be notified and academically dismissed from the college.

ACADEMIC WARNING STATUS

A student who fails to meet all minimum standards for SAP will be placed on Academic Warning status for one (1) quarter. The student must immediately meet with the Director of Student Success who will arrange an Academic Success Plan with concrete goals the student must meet during the Academic Warning quarter in order meet minimum standards of SAP by the end of the quarter. The student's academic progress will be monitored throughout the quarter. Failure to meet minimum requirements of SAP by the SAP Evaluation Point at the end of the Academic Warning quarter will result in academic dismissal.

FINANCIAL AID WARNING PERIOD

If the student is a recipient of Title IV federal student aid, the Academic Warning quarter serves as the Financial Aid Warning period and the student remains eligible to receive Title IV funding. Failure to meet minimum requirements of SAP by the SAP Evaluation Point at the end of the Academic/Financial Aid Warning quarter will result in suspension of Title IV financial aid eligibility and academic dismissal.

ACADEMIC DISMISSAL NOTIFICATION

Failure to meet minimum standards of SAP at end of the Academic Warning quarter will result in academic dismissal. A student who is academically dismissed for failing to meet the minimum standards of SAP will be notified by the college by mail or email within five (5) business days after the end of the Academic Warning quarter. If, at any time, it becomes mathematically impossible for a student to meet minimum standards of SAP, the student will be academically dismissed from the college.

ACADEMIC DISMISSAL APPEAL PROCESS

A student who is dismissed for failing to meet the minimum requirements of SAP must send a written appeal by email to SAPappeal@columbiacollege.edu within 14 business days of the notice of academic dismissal. The written appeal for re-entry must state the mitigating circumstances that the student believes contributed to the failure to meet minimum standards of SAP leading to academic dismissal and an explanation of how the circumstances have been remedied to ensure the student will be able to meet minimum standards of SAP if re-admitted. The student must attach supporting documentation of the mitigating circumstances stated in the written appeal to the appeal email.

Mitigating circumstances that may have negatively impacted the student's academic progress are:

- Death of an immediate family member
- Student illness, including mental health, requiring hospitalization
- Doctor-documented student illness for a significant period of time
- Illness of an immediate family member when the student is the primary caretaker
- Illness of an immediate family member when the student is the primary means of financial support
- Abusive relationships
- Divorce proceedings
- Natural disaster
- Extreme financial hardship, such as foreclosure or eviction
- Military deployment
- Military Permanent Change of Station (PCS)

The Student Affairs Department can provide the student with the complete Academic Dismissal Appeal Process Policy including further explanation of allowable mitigating circumstances and acceptable forms of supporting documentation.

The Academic Appeals Committee will review the written appeal explaining the mitigating circumstances and all supporting documentation. Appealing with a mitigating circumstance listed above does not guarantee automatic approval. The Academic Appeals Committee will determine whether the student's circumstances and/or academic status warrant consideration for re-entry. The student will be notified of the committee's decision both verbally and in writing within 30 business days after the date of receipt of the appeal. A decision of Denial of Appeal will result in academic dismissal and termination of financial aid eligibility at Columbia College Hollywood. The decision of the Academic Appeals Committee is final.

A student whose appeal is successful is immediately eligible for enrollment at the start of the quarter following the notice of approval.

APPEAL FOR RE-ENTRY FOLLOWING ACADEMIC DISMISSAL

A student whose appeal is denied may submit a written petition to the Academic Appeal Committee for permission to submit a new application for admission. The written petition must be submitted via email to appeals@columbiacollege.edu.

The petition must explain how, if the student is re-admitted, the mitigating circumstance leading to the dismissal has changed to allow the student to demonstrate Satisfactory Academic Progress (SAP) and contribute meaningfully to the Columbia College Hollywood community, if admitted. If the appeal is granted, the student must wait one (1) year before submitting a new application for admission. Permission to apply after one (1) year comes with no guarantee that the student will be accepted for admission.

A student whose appeal is granted and whose new application for admission is approved will be admitted on Academic Probation status for one (1) quarter. If the student is eligible for financial aid, the student will be able to receive Title IV funds for the Academic Probation quarter.

While on Academic Probation, the student must participate in an Academic Success Plan with concrete goals that must be met in order for the student to meet minimum standards of SAP. The student's academic progress will be monitored throughout the Academic Probation quarter to ensure that the student remains on track to achieve the academic success goals, including meeting the minimum standards of SAP, within the Academic Probation quarter.

At the end of the Academic Probation quarter, a student who successfully meets the minimum standards of SAP is returned to Academic Good Standing status and remains eligible for Title IV financial aid with no interruption. However, if the student fails to meet the minimum standards of SAP by the end of the Academic Probation quarter, the student will be permanently dismissed from the college. This 2nd dismissal is final. The student will not be allowed to appeal, reapply, or re-enter.

LOS ANGELES CAMPUS ATTENDANCE POLICY

Regular class attendance is mandatory and integral to success at Columbia College Hollywood. Students are expected to be present at the start of each class session and remain through the entire class period. A student who is absent for a class session is responsible to make up missed coursework.

Students must attend a minimum of 32 hours during a course's 44 total hours of class time in order to receive credit for the course.

Attendance tracking procedures and additional class attendance policies are determined by each instructor and are included in the course syllabus distributed at the beginning of each term.

There are conditions under which a student will be administratively withdrawn due to non-attendance:

- A student who is not present for the minimum number of hours will be withdrawn from the course.
- A student who fails to attend the first two class sessions of a course will be withdrawn from the course.
- A student who is unable to attend all courses for the first week of a term must notify the college in writing before the first Friday of the quarter in order to remain enrolled. A student who is absent from all registered courses for the entire first week of a term without notice will be administratively withdrawn from all courses and dismissed from the college. If applicable, the cost of tuition will be adjusted.
- At any time, a student who fails to attend all registered courses for a period of 14 consecutive calendar days will be withdrawn from all courses and dismissed from the college.

A student who is administratively withdrawn from a course after the Add/Drop deadline will be charged tuition and fees for the course. Attendance appeals may be submitted to the instructor for approval at the instructor's discretion.

ONLINE COURSE ATTENDANCE POLICY

Regular class attendance is mandatory and integral to success at Columbia College Hollywood. In online courses, attendance is recorded for each full class session. An online class session is defined as a week of coursework, lectures, assignments, and assessments presented via the online platform. Online class session attendance for each week is recorded when a student logs on and posts to the course's weekly discussion board(s), as instructed, within specified timeframes.

Two (2) weekly discussion board posts required for online attendance must be logged within the following timeframes:

- 1st post: Monday through Wednesday at 11:59 pm PST
- 2nd post: Thursday through Sunday at 11:59 pm PST

Attendance for a weekly class session is recorded after a student logs the 2nd post. Students must post to the discussion board(s) as instructed two (2) times each week. A student who posts only once in the week will be marked absent for the entire online class session. A student who is marked absent for a class session is responsible to contact the instructor and to make up missed coursework, assignments, and assessments.

- A student who is absent from a course for the 3rd time before and up to the 9th week of the term will be administratively withdrawn from the course and will receive a grade of Withdrawal (W).
- A student who is absent from a course for the 3rd time after the 9th week of the term will be administratively withdrawn from the course and will receive a grade of Fail (F) since the course withdrawal deadline will have passed.

Absences due to illness, hospitalization, bereavement, military service, observance of a religious holiday, or court dates and absences due to course schedule adjustments during the Add/Drop period are included in the three (3) absence policy. A student who fails to log on to an online course in Week 1 of a term will be marked absent for the class session.

A student who is absent from all registered courses (on-ground and online) for the entire first week of a term will be administratively withdrawn from all registered courses and dismissed from the college. If applicable, the cost of tuition will be adjusted.

ONLINE ATTENDANCE APPEALS

A student who is administratively withdrawn from an online course after a 3rd absence may submit a written appeal with documentation to appeals@columbiacollege.edu to be reviewed by the Academic Appeals Committee on the Los Angeles Main Campus. The written appeal must include supporting documentation and must be received within five (5) calendar days following the date of the 3rd absence. No appeals will be granted after a 4th absence.

FINANCIAL INFORMATION

STUDENT'S RIGHT TO CANCEL

A newly enrolled student has the right to cancel enrollment in a program of instruction at Columbia College Hollywood and receive an enrollment cancellation refund at any time prior to 5:00 p.m. on the seventh (7th) calendar day of the student's first term of attendance.

To cancel an enrollment agreement, a newly enrolled student must submit a written notice of enrollment cancellation to the Student Services department in person, by electronic mail, or by standard mail prior to 5:00 p.m. on the seventh (7th) calendar day of the student's first term of attendance. The date of enrollment cancellation is defined as the date of receipt of the written notice.

If the written notice of enrollment cancellation is sent by mail, properly addressed and with the correct postage, enrollment cancellation is effective on the date postmarked. It is the student's responsibility to make sure the enrollment cancellation process is completed in order to qualify for an enrollment cancellation refund. After the enrollment cancellation deadline in a student's first term attendance, no cancellations are allowed.

CALENDAR

2019-2020 ACADEMIC CALENDAR

2019	
SUMMER 2019	
July 4	Independence Day (campus closed)
July 8	Summer Quarter begins
July 15	Add/Drop deadline @ 5:00 pm
September 2	Labor Day (campus closed)
September 6	Last day to withdraw from an individual course with a W grade
September 21	Last day of Summer Quarter classes
FALL 2019	
September 30	Fall Quarter begins
October 7	Add/Drop deadline @ 5:00 pm
November 11	Veterans Day (campus closed)
November 28-December 1	Thanksgiving Break (campus closed)
December 2	Last day to withdraw from an individual course with a W grade
December 14	Last day of Fall Quarter classes
December 16	Winter Break begins
2020	
WINTER 2020	
January 13	Winter Quarter begins
January 20	Martin Luther King Jr. Day (campus closed)
January 21*	Add/Drop deadline @ 5:00 pm
March 13	Last day to withdraw from an individual course with a W grade
March 27	Last day of Winter classes
March 30	Spring break begins
SPRING 2020	
April 6	Spring Quarter begins
April 13	Add/Drop Deadline @ 5:00 pm
May 25	Memorial Day (campus closed)
June 5	Last day to withdraw from an individual course with a W grade
June 19	Last day of Spring Quarter classes
June 22	Summer Break begins
SUMMER 2020	
July 4	Independence Day (campus closed)
July 6	Summer Quarter begins
July 13	Add/Drop deadline @ 5:00 pm
September 4	Last day to withdraw from an individual course with a W grade
September 7	Labor Day (campus closed)
September 19	Last day of Summer Quarter classes
September 21	Fall Break Begins
FALL 2020	
September 28	Fall Quarter begins
October 5	Add/Drop deadline @ 5:00 pm
November 11	Veterans Day (campus closed)
November 26-29	Thanksgiving Break (campus closed)
November 30	Last day to withdraw from an individual course with a W grade
December 12	Last day of Fall Quarter classes
December 14	Winter Break begins
January 11	Winter Quarter begins

ACADEMIC DEGREE PROGRAMS

AREAS OF EMPHASIS

All Bachelor of Fine Arts degree students must choose to focus their studies in a particular area of personal and academic interest called an emphasis. Each area of emphasis requires certain courses and electives in addition to the core courses required for the degree program. To earn a BFA degree, a student must take all required courses and a designated number of electives within the student's chosen emphasis. Students may choose only one area of emphasis per BFA program.

All new BFA students are required to choose one intended emphasis during New Student Orientation. In the 6th quarter of enrollment, students meet with an Academic Advisor to declare the chosen emphasis for the remainder of the program of enrollment. A BFA student may request an individual evaluation with an Academic Advisor at any time to discuss the choice of emphasis and plan a long-term course strategy.

BFA CINEMA

- Acting*
- Cinematography
- Directing
- Editing
- Producing
- Screenwriting
- Sound**

BFA GRAPHIC DESIGN + INTERACTIVE MEDIA

- Graphic Design
- Digital Marketing
- Interactive Media

BFA VISUAL EFFECTS

- Animation
- Compositing
- Digital Modeling

**All BFA Cinema students who choose the Acting emphasis must complete most 3rd year Acting emphasis course requirements on the Los Angeles main campus.*

***All BFA Cinema students who choose the Sound emphasis must complete most 3rd year Sound emphasis course requirements on the Flashpoint Chicago campus.*

GENERAL EDUCATION CURRICULUM

To earn a Columbia College Hollywood degree, students are required to successfully complete a minimum number of General Education credit hours in the following areas:

GENERAL EDUCATION AREA OF STUDY	COURSE CODE	Quarter Credit Hours Required		
		BFA	AFA	AAS
Written and Oral Communication	HUMA	12 credits	12 credits	12 credits
Humanities, including:	HUMA	24-32 credits	8-12 credits	12 credits
• Art History and Criticism	ARTH			
• Cinema and Media Studies	CMST			
• General Humanities	HUMA			
• Literature Studies	LITR			
• Music History and Criticism	MCST			
• Theater History and Criticism	THST			
Mathematics	MATH	4 credits	4 credits	4 credits
Social and Behavioral Sciences	SOCS and BHVS	8-12 credits	4 credits	4 credits
Physical and Life Sciences	LSCI and PSCI	8 credits	4 credits	4 credits
TOTAL GENERAL EDUCATION CREDITS REQUIRED*		60-64	32-36	36

**General Education requirements may vary for degree programs and program versions that are no longer enrolling new students. Please refer to specific program requirements in the 2019 Academic Catalog for more information.*

INSTITUTIONAL POLICIES

ALCOHOL AND DRUG POLICY

All campuses of Columbia College Hollywood are drug-free and alcohol-free campuses. Possession or use of alcoholic beverages on college property or at any college-sponsored or sanctioned event, or appearance on the premises at any college-sponsored event while under the influence of alcohol, is prohibited.

Students are prohibited from unlawful possession, distribution, sale, or consumption of any form of narcotics, hallucinogens, amphetamines, controlled substances, non-prescription drugs, or any other form of illegal drug on campus or any facility related to the institution.

Legal sanctions may be taken against any student if the student is found to be:

- Driving under the influence of any drug
- In possession of illegal drugs or controlled substances
- Using a false ID to obtain alcohol
- Obtaining or providing alcohol to people under legal age
- Giving prescription drugs to others
- Selling any drug or controlled substance

Any student found in violation of this policy is subject to disciplinary action up to and including dismissal from the college and referral for prosecution.

SUSPENSION OF TITLE IV ELIGIBILITY FOR DRUG-RELATED OFFENSES

A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any Title IV, HEA grant, loan, or work-study assistance shall not be eligible to receive any grant, loan, or work assistance from the date of that conviction for the period of time specified in the following table.

CONVICTION OF OFFENCE INVOLVING	INELIGIBILITY PERIOD
Possession of a controlled substance	
First offence	Ineligible for 1 year
Second offence	Ineligible for 2 years
Third offence	Ineligible indefinitely
Sale of a controlled substance	
First offence	Ineligible for 2 years
Second offence	Ineligible indefinitely

HOW TO REGAIN FINANCIAL AID ELIGIBILITY

To regain eligibility for financial aid, the ineligible student must:

- Complete a designated drug rehabilitation program, including passing 2 unannounced drug tests
- Pass 2 unannounced drug tests administered by approved drug rehabilitation program
- Provide evidence that the conviction was reversed or set aside

ADMINISTRATION & STAFF

EXECUTIVE COMMITTEE

William M. Smith
President & CEO

Richard Crowe
Chief Financial Officer

Kelly Stack
Chief Marketing and Communications Officer

Wendi Franczyk
Senior Vice President, Enrollment Services

Peter Gend
Interim Dean of Academic Affairs

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Vice President, Student Affairs

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Dean of Academic Affairs, Branch Campus

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ACADEMIC AFFAIRS

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Interim Dean of Academic Affairs
Department Chair, Visual Effects
Department Chair, Graphic Design + Interactive Media

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FULL-TIME FACULTY

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Brenda Serrano
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