

Gnomon School of Visual Effects

Catalog January 2011 - December 2012

gnomonschool.com



TABLE OF CONTENTS

Contact Information

Mission & History

Gnomon – Your Pipeline into the Industry

Programs & Education

Subsidized Training for California Employers

Career Services

Campus Information

Student Events

The Gnomon Store

Gnomon Policies

Appendices:

1. Tuition & Fees
2. Full Time Program Outlines
3. Financial Aid Programs
4. Academic Calendar
5. Gnomon Directors & Staff
6. Gnomon Advisory Board
7. Gnomon Faculty
8. Campus Map

GNOMON CONTACT INFORMATION:

Address: 1015 North Cahuenga Boulevard, Hollywood, CA 90038
Administrative Office Hours: Monday–Friday: 9:00am–6:00pm
Office Phone: (323) 466–6663
Office Fax: (323) 466–6710
School Site Lab Phone: (323) 466–6712

MISSION STATEMENT

Gnomon School of Visual Effects specializes in computer graphics training for careers in the entertainment industry.

HISTORY OF GNOMON SCHOOL OF VISUAL EFFECTS

Gnomon School of Visual Effects is an innovative training facility that stresses the importance of creativity in computer graphics. We believe, that while technology offers new tools to create your visions, it is our ultimate goal to allow you to interact transparently with the software. At Gnomon, we know that it is not the technology that drives results, but the artist. Therefore, our instructors are industry professionals with traditional backgrounds who started using the technology to bring their imaginations to life.

Founded by Alex Alvarez in 1997, Gnomon is located in the heart of Hollywood and offers a full curriculum for individuals who want careers in 3D, professionals in need of specialized training, custom training for production studios and online courses. In conjunction with several major studios across Los Angeles, our instructors and our esteemed Advisory Board, Gnomon's curriculum and facilities have been designed to constantly evolve to reflect any new demands that may arise from the entertainment industry. Gnomon's entire curriculum has been developed, tested and is taught by some of the most recognized CG professionals working in the industry. At no other school are the Directors, Advisory Board members and instructors more involved in the production process. They work and consult for studios such as DreamWorks, Disney, Rhythm & Hues, Industrial Light & Magic, Sony Pictures Imageworks, Sony Interactive, Digital Domain, Electronic Arts, Activision, Rock Star Games, and Blizzard, just to name a few.

YOUR PIPELINE INTO THE INDUSTRY

REAL PROFESSIONALS - REAL PROJECTS

Gnomon's goal has always been to create an educational environment unlike any other – to pioneer a more effective way of learning and a better way to prepare students and professionals for their careers in the computer graphics entertainment industry – to provide a real education.

Gnomon's instructors are working professionals who bring their passion and experience to the classroom. They know the importance of understanding how the real world operates and what a production pipeline looks like, to ensure our curriculum at Gnomon is always moving in tandem with the industry – wherever it might be headed.

Our curriculum resembles this structure by taking our students through completion of collaborative and in-class projects. At Gnomon, students complete these projects, which is key in securing employment after graduation. Gnomon students are able to take their projects from the smallest element of an idea to fully formed reality; utilizing similar methods and workflow used everyday in the entertainment industry. This is the work our students will take with them after graduation and use to impress a future employer.

FACULTY

At Gnomon, we know that it is not the technology that drives results, but the artist. Therefore, our instructors are industry professionals with traditional backgrounds who started using the technology to bring their imaginations to life. All Gnomon faculty members are qualified in the field of instruction, possessing a minimum of three years of experience and/or education.

FACILITIES

Located in Hollywood, California, home to hundreds of film, game and television studios, Gnomon is truly in the heart of the industry. Gnomon offers courses on campus, as well as through Gnomon Online, the web-based division of Gnomon.

The Gnomon campus is located at 1015 North Cahuenga Boulevard, Hollywood, CA 90038, in the center of the famed Television Center Building. Gnomon's facilities are designed to create a production-like environment with an atmosphere conducive to creativity and learning. The 15,000 sq. ft. facility houses five (5) state-of-the-art, computer labs; a theater/auditorium; and three (3) sculpture and drawing studios. Other resources available for students include a kitchen; two comfortable student lounges equipped with large screen TVs, vending machines for drinks and snacks, the Gnomon Store, the Gnomon Gallery and Gnomon Studios.

CAMPUS TOURS

Campus tours of our facilities are offered Monday through Friday during regular business hours. Please call ahead to make an appointment, 323-466-6663. For directions to the Gnomon campus, please visit: www.gnomonschool.com.

ACCREDITATION

The Council of Occupational Education (COE), a national accrediting agency committed to assuring quality and integrity in career and workforce development, accredits Gnomon. Throughout its history, the Council has been recognized by the U.S. Secretary of Education as a reliable authority on the quality of education offered by the institutions it has accredited. Its current scope of recognition is as a national institutional accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary occupational education institutions.

COE is located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone (local): 770-396-3898, (toll free): 800-917-2081, FAX: 770-396-3790.

PROGRAMS & EDUCATION

ACCREDITED PROGRAMS:

Gnomon School of Visual Effects is accredited by the Council on Occupational Education (COE) and approved by the State of California, Bureau for Private Post Secondary Education. Financial Aid is available to those who are accepted and qualify for federal assistance by the Department of Education.

Digital Production for Entertainment Program

Gnomon's Certificate in Digital Production for Entertainment Program is a full-time curriculum designed to create well-rounded, production ready artists who are versed in digital and traditional skills. This program is intended for those who have a background in visual or traditional art and desire a career as a digital artist in the Game, Film or Commercial industries. No matter the focus, certain fundamentals, tools and techniques are universal to all these industries, but subtle variations in production lead toward an offered specialized concentration by profession.

- Industry developed tracks specializing as: Character Animator, Modeler and Texture Artist, Visual Effects Artists, or 3D Generalist
- Focus on production skills for Games, Film or Commercial Effects
- Two Year full-time program
- Financial Aid for those that qualify
- International Visas available

Choose your Path as a 3D Artist

Our curriculum is geared towards the development of artistic and technical skills by profession and not by industry. Therefore, we teach you to be an accomplished artist first. Your skills are then applicable to all industries of entertainment, be it games, film or commercials. As these industries converge and the level of quality improves, both the fundamental and specialized skills attained are transferable.

Unlike conventional curriculum, this is not a diluted program with classes that simply fill a program's roster; these are specific classes that develop you as a professional and readies each student to work in the field of their choice. This program is hybridized into a core

curriculum and the development of an expertise. Students will build foundational skills in the first two terms, and then choose an area of concentration for the remainder of the program.

Modeling and Texturing

This track focuses on the design and creation of digital assets for games, commercials or film.

As a modeling and texture artists you will create assets for these industries, with skills rooted in a strong understanding of form, texture, and detail. Assets may vary from a simple insertion of a building for a live action shot or a more complex creation of many elements for a 3D feature or game. This track focuses on creation, modeling and look development through final rendering and delivery of content. Supporting these concepts are fundamental classes on anatomy, sculpture, painting and design.

Character / Creature Animation

This track focuses on the creation of animated assets that demonstrate proficiency as an animator. It is loaded with animation-based classes that cover CG and traditional animation, stop motion animation and technical character rigging. Animators are the actors of the game and visual effect industries. Through performance, animators deliver emotion to a character be it humorous, sad, serious or somewhere in between. An artist's animation skills need to demonstrate their ability to act in a variety of roles and transfer these emotions.

Visual Effects Animation

The focus of this track is on the various processes which imagery is created and/or manipulated outside the live action shot. Most work as a Visual Effects artist is to create realistic elements that are integrated into a shot that would otherwise be too costly, dangerous or impossible to capture on film. This track is perfect for the artist who wishes to work with all the elements that comprise a visual effects shot. This includes the blending of background plates or matte paintings with 3D architectural, character or elemental assets. Classes concentrate on lighting and filming techniques, creation, tracking and compositing of elements, and the creation of both particle and dynamic effects.

3D Generalist

Not sure what area of Digital Production in which to excel? Our 3D Generalist track is perfect for exploring all aspects of 3D production. This track is an outgrowth of our longstanding program "High-End CG Certificate Program." As with the former, this track

covers all aspects of 3D production along with a strong visual art foundation. This program has plenty of allowances to choose elected specialty classes when further focus is desired.

Program Objectives

The objectives of the Digital Production for Entertainment program is to produce 3D production-ready artist that are well rounded in their skill-set yet also specialized in distinct disciplines within production. Artist should understand the artistic nature of computer graphics; that the creation of imagery is an interpretation and observation of both reality or imagination. Artists should know how to effectively use external production equipment to capture resource images through the use of HD video cameras, digital cameras, lighting rigs and grip material. Artists should know how to develop 3D imagery within a collaborative environment; each person responsible for aspects of creation and communication to the production. Artists should have knowledge of computer graphic tools and processes while adept at problem-solving tasks that are representative of a typical production studio. Artists should possess transferable skills in the field of computer graphics reaching a multitude of studio production formats including film, game, episodic TV and commercial. Artist should build and maintain a representative compilation of work demonstrating proficiencies and specializations within computer graphics and related fields. Artists should have a strong network of peers, staff, instructors and working professional within the entertainment industry able to guide students in managing career opportunities and to provide sustainable support.

Entertainment Design and Digital Production

Gnomon's Certificate in Entertainment Design and Digital Production Program is a full-time 3-year curriculum blending one year of foundation art and design classes with two years of digital production. This program is for students who desire a career as a digital artist in the game, broadcast or film industries but have limited traditional art skills. As with all of Gnomon's programs, the goal is to create well-rounded, production ready artists who are versed in digital and traditional skills.

- Industry developed tracks specializing as: Character Animator, Modeler and Texture Artist, Visual Effects Artists, or 3D Generalist
- Focus on production and design skills applied to games, broadcast or film imagery
- Three year full-time program
- Financial aid for those that qualify

- International Visas available

Choose your Path as a 3D Artist

Our curriculum is geared towards the development of artistic and technical skills by profession and not by industry. Therefore, we teach you to be an accomplished artist first. Your skills are then applicable to all industries of entertainment, be it games, broadcast or film. As these industries converge and the level of quality improves, both the fundamental and specialized skills attained are transferable.

Unlike conventional curriculum, this is not a diluted program with classes that simply fill a program's roster, these are specific classes that develop you as a professional and readies each student to work in the field of their choice. This program is hybridized into a core curriculum and the development of an expertise. Students will build foundational skills in the first 5 terms then choose an area of concentration for the remainder of the program.

Modeling and Texturing

This track focuses on the design and creation of digital assets for games, broadcast or film.

As a modeling and texture artists you will create assets for these industries, with skills rooted in a strong understanding of form, texture, and detail. Assets may vary from a simple insertion of a building for a live action shot or a more complex creation of many elements for a 3D feature or game. This track focuses on creation, modeling and look development through final rendering and delivery of content. Supporting these concepts are fundamental classes on anatomy, sculpture, painting and design.

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3D Generalist

Not sure what area of Digital Production in which to excel? Our 3D Generalist track is perfect for exploring all aspects of 3D production. This track is an outgrowth of our longstanding program "High-End CG Certificate Program." As with the former, this track covers all aspects of 3D production along with a strong visual art foundation. This program has plenty of allowances to choose elected specialty classes when further focus is desired.

Program Objectives

The objectives of the Entertainment Design and Digital Production program is to produce 3D production-ready artist that are well rounded in their skill-set yet also specialized in distinct disciplines within production. Artist should understand the artistic nature of computer graphics; that the creation of imagery is an interpretation and observation of both reality or imagination. Artist should know how to draw and design 2D conceptual art representing environments, vehicles, creatures and props. Artists should know how to effectively use external production equipment to capture resource images through the use of HD video cameras, digital cameras, lighting rigs and grip material. Artists should know how to develop 3D imagery within a collaborative environment; each person responsible for aspects of creation and communication to the production. Artists should have knowledge of computer graphic tools and processes while adept at problem-solving tasks that are representative of a typical production studio. Artists should possess transferable skills in the field of computer graphics reaching a multitude of studio production formats including film, game, episodic TV and commercial. Artist should build and maintain a representative compilation of work demonstrating proficiencies and specializations within computer graphics and related fields. Artists should have a strong network of peers, staff, instructors and working professional within the entertainment industry able to guide students in managing career opportunities and to provide sustainable support.

PROGRAM SPECIFICS

Digital Production for Entertainment

- Eight (8) ten-week terms
- 2 years to complete.
- Students will build foundational skills in the first two terms then choose an area of concentration for the remainder of the program.
- 1,920 clock hours
- 165 qtr credit units

Entertainment Design and Digital Production

- Twelve (12) ten-week terms
- 3 years to complete
- Students will build foundational skills in the first 5 terms, and then choose an area of concentration for the remainder of the program.

- 2,880 clock hours
 - 247 qtr credit units
- The curriculum exposes students to production-specific concepts, tools and techniques.
 - Projects are geared towards providing students real-world experience.
 - All instructors have extensive production experience and teach in their area of expertise.
 - Curriculum and projects are geared towards providing students real-world experience.
 - Students follow a pre-set curriculum and are automatically registered into required courses each term.
 - The Programs are monitored to ensure students are developing artistic, technical and problem solving skills.
 - In addition to being graded and evaluated in every course, students also benefit from in-depth feedback on their work through regular, formal critiques and reviews by working industry professionals familiar with the program.

COURSE DELIVERY

- Most courses consist of three hours of in-course lecture and demonstration per week.
- A typical full time student load consists of 18 hours of class lecture and 6-9 hours of monitored lab per week.
- Online courses may be offered for some courses.
- Courses are taught by working professionals; therefore, courses may be held any day of the week.
- Six to Nine hours per week of mandatory Studio Lab Time is assigned, scheduled and monitored each term.
- Students are encouraged to utilize additional Studio Lab Time, up to 24 hours per week, to complete assignments.

ADMISSIONS REQUIREMENTS:

- Applicants must have at least a high school diploma or equivalent.
- Applicants must submit an application for consideration of acceptance to the program of choice.
- Applicants must demonstrate artistic ability with a portfolio of work for review.

ADMISSIONS PROCESS:

- Students are encouraged to apply as soon as possible in order to be accepted for a specific program and or start date.
- Acceptance decisions are based on a student's submission of a completed application, portfolio review and interview with the Admissions department.
- The Admissions Review Committee determines acceptance.
- Applications are accepted on an on-going basis.
- Acceptance is limited to a maximum of 24 students per term.

Applications and portfolios may be submitted:

- Electronically: Complete the appropriate application form found at www.gnomonschool.com and follow the instructions to submit it along with a portfolio
- In Person: during regular business hours; Monday through Friday, 9am–6pm
- By mail: Gnomon School of Visual Effects, Attn.: Admissions, 1015 North Cahuenga Blvd., Hollywood CA 90038.
- Gnomon will follow up on receipt with a confirmation email or phone call from our Admissions Department.
- Space in the program is reserved once applicable tuition/fees are received. (See Appendix #1)

GRADUATION REQUIREMENTS

Students must achieve a cumulative GPA of a 2.67 or better to qualify for graduation. Students must complete the program within 1.5 times the normal program length. Satisfactory arrangements for all exit processes must be met, including financial obligations, graduate interviews, financial aid exit interviews, etc.

Upon completion of the above and all classroom and practical/laboratory education and training, the student will be issued a Certificate attesting to his/her successful completion of the applicable program.

THE MAYA FAST TRACK PROGRAM

The Maya Fast Track program is nine-week program of courses. This program is demanding and intensive, reserved primarily for individuals who already have a solid understanding of 3D concepts within Maya or another comparable software. The program, delivered in a nine one-week course format, covers the major components of 3D production skills. Each course is based on the time-tested curriculum of Gnomon School of Visual Effects, providing a thorough introduction to Maya's use in high-end production.

Program Objectives

The objectives of the Maya Fast Track Program are to hone the production skills and software knowledge of artists currently familiar with 3D programs. Artists should understand computer graphic tools and processes while adept at problem-solving tasks that are representative of a typical production studio. Artists should possess transferable skills in the field of computer graphics reaching a multitude of studio production formats including film, game, episodic TV and commercial. Artist should build and maintain a representative compilation of work demonstrating proficiencies and specializations within computer graphics and related fields. Artists

should have a strong network of peers, staff, instructors and working professional within the entertainment industry able to guide students in managing career opportunities and to provide sustainable support.

Ideal candidates for the Maya Fast Track Program are individuals who:

- Already know another 3D program,
- Would like to learn the most they can in the least amount of time,
- Need to become proficient in Maya quickly,
- Are NOT looking to put together a demo reel while they attend the program,
- May not live in the Los Angeles area.

PROGRAM SPECIFICS

Taught by industry professionals, Maya Fast Track consists of the following nine, one-week courses:

- | | |
|---------------------------|---------------------------------|
| 1) Introduction to Maya | 6) Animation and Visual Effects |
| 2) Surface Modeling | 7) Character Kinematics |
| 3) Polygon Modeling | 8) Character Skinning |
| 4) Texture Mapping | 9) Particles and Dynamics |
| 5) Lighting and Rendering | |

COURSE DELIVERY

- Maya Fast Track is held four times per year.
- Maya Fast Track is nine weeks in length.
- Courses are held Monday through Friday, 9:00am–4:00pm.
- Three hours of Studio Lab time are scheduled from 4:00pm–7:00pm each day.
- Maya Fast Track consists of 405 clock hours of instruction/33 quarter credit units.
- Tuition includes three (3) hours of Studio Lab time from 4:00pm–7:00pm each day.
- Payment must be made to Gnomon within ten (10) business days following acceptance.

ADMISSIONS REQUIREMENTS:

- Applicants must have at least a high school diploma or equivalent.
- Applicants must submit an application for consideration of acceptance to the program of choice.

ADMISSIONS PROCESS:

- Acceptance decisions are based on a student's submission of a completed application and interview with the Admissions department.
- The Admissions Department determines acceptance.
- Applications are accepted on an on-going basis.
- Acceptance is limited to a maximum of 12 students per term.

Applications may be submitted:

- Electronically: Complete the appropriate application form found at www.gnomonschool.com and follow the instructions for submission
- In Person: during regular business hours, Monday through Friday, 9am–6pm
- By mail: Gnomon School of Visual Effects, Attn.: Admissions, 1015 North Cahuenga Blvd., Hollywood CA 90038.
- Gnomon will follow up on receipt with a confirmation email or phone call from our Admissions office.
- Space in the program is reserved once applicable tuition/fees are received. (See Appendix #1).

INTERNATIONAL STUDENTS

Gnomon is eligible to issue I-20's for students accepted into:

- Digital Production for Entertainment
- Maya Fast Track

International students enrolled in the above programs must submit a completed Certification of Finances that can be found on our website. International students will also incur additional fees to maintain a current M-1 visa status. Please refer to Appendix #1 for current tuition and fees for all programs and courses. Additional information about the student visa process can be found at our website.

As an International student, you have signed and acknowledged on your I-20 student visa to abide by the rules and regulations set forth by the United States Department of Justice and the Department of Homeland Security. These regulations supercede any and all regulations set by Gnomon School of Visual Effects.

Gnomon strongly recommends that International students review and familiarize themselves with **all** of the language on their I-20 or any other legal document pertaining to their student visa.

M-1 student visas are only valid for (1) one year; International students will need to work with either an attorney of their choosing or the appropriate Gnomon staff members to:

- Extend their visa at the completion of **Term Three** by filing an I-539 (Application to Extend/Change Nonimmigrant Status)
- File for (OPT) Occupation Practical Training at the start of **Term Seven** by filing both an Application to Extend/Change Nonimmigrant Status (I-539) & an Application for Employment Authorization (I-765)

While Gnomon will assist in all visa issues pertaining to the program, please be advised that we strongly encourage students to utilize International legal counsel. Please be aware that Gnomon cannot guarantee the outcome or decision rendered by SEVIS, the Department of Homeland Securities or the Justice Department.

ADDITIONAL TRAINING OPTIONS:

Gnomon courses are also available on an individual, course-by-course basis for those seeking very specific training or for those who wish to design a schedule of several, related courses to meet a professional objective.

Professional Studies Courses

Gnomon was founded as a professional training center for students looking to advance their studies within the visual effects industry. We specialize in supplying students, professionals, and production studios with the skills they need to succeed in animation and effects for film, television and games. We have developed a curriculum that contains all of the techniques and tools necessary for today's artist to thrive in the increasingly competitive world of digital production. All of our courses are open to individuals with the necessary background or prerequisites.

Ideal candidates for Professional Studies are individuals who:

- Are considering a career in effects, animation, game development or high end visualization,
- Want to take courses at Gnomon School of Visual Effects, but do not need all of the courses required in Gnomon's full-time programs,
- Are working professionals who needs to learn specific skills,
- Want a career change but have a limited amount of time to attend school,
- Already know another software package and only need to learn Maya or any other application covered in our courses,
- Are knowledgeable digital artists wishing to improve their traditional or digital skills.

Course Delivery

- To accommodate working professionals, courses length varies between:
 - 10 weeks,
 - 5 weeks,
 - 1 week
- Most courses consist of three (3) hours of in-course lecture and demonstration.
- Studio Lab time is available.
- Online courses may be offered as an option for some courses.
- Course assignments are project-based and revolve around the student's personal direction and creation.

Gnomon Online Courses

Gnomon Online is the web-based division of Gnomon School of Visual Effects that offers training in computer graphics for the entertainment industry and is based on the time-tested, industry-derived curriculum taught at Gnomon. All courses offer the level of instruction, content and feedback available at the Gnomon School of Visual Effects.

Gnomon Online was conceived in response to the increasing Professional Studies population. It is designed to provide the same innovative training and experienced instructors as Gnomon School with the added convenience of learning from home.

Course Specifics

- All instructors have extensive production experience and teach in their area of expertise.
- Curriculum and projects are geared toward providing students real-world experience.
- Weekly homework or final projects are assigned in every course.
- Industry professionals offer weekly video based critiques.
- There is a 24-hour response policy for any and all inquiries received via email or message system. This includes email questions submitted to instructors and/or support.

Course Delivery

- All courses are delivered in English.
- Courses are offered on a quarterly basis; four terms per year.
- Courses are offered in five (5) and ten (10) week formats.
- Each week of the term the appropriate lecture is made accessible.

- Online lectures are pre-recorded and delivered at 3/4 HD (960x540) through our custom Course Delivery System.
- Lectures range between 2-3 hours per week and may be broken up into smaller chapters.

Computer Equipment

- Students will be responsible for supplying and maintaining their own computer equipment, software, broadband Internet access, and other material.
- The predominant 3D software used is Autodesk's Maya.
- Enrolled students will need to secure a version of software that is current with the one required by the course or newer.
- Other software requirements will vary. Please see individual course requirements on the courses info page for more details.

Access to course lectures

- Students accessing courses via distance learning (online) are able to:
 - Access the courses on their own time during the allotted time period.
 - Access lectures starting Monday, 12:01am Pacific Standard Time. Lectures will remain viewable for two weeks.
- At the end of the two weeks, the session will be locked and will not be accessible.
- Students who have missed a lecture after the two-week period will not be able to make it up.

System Requirements

- Students must provide their own computers.
- For System requirements visit www.gnomononline.com.

Login/Password

Students will be emailed a login and password one week prior to the start date of courses.

Admissions

- Admission is based on space availability at the time of registration and education/experience.
- Course advisement is available through the Admissions Department.

Please contact our Admissions Department to make an appointment for a campus tour or course advisement.

TO REGISTER For Professional Studies and Online Courses:

- Students may register online at www.gnomonschool.com.

- Payment (or commitment to pay) is required to complete registration.
- To register with a payment plan, 50% of total tuition is required to commence registration. Students will need to complete a payment plan agreement through Gnomon. Information on the agreement will be sent to you via email upon receipt of registration and initial payment.
- Space in the course is reserved once a registration form, tuition and applicable fees have been received.
- Confirmation of Enrollment is electronically mailed upon receipt of payment.
- This transaction receipt can also serve as proof of student status for purchasing educational software. Please note that not all software manufacturers provide educational prices on their software.

International Students

- Online lectures and lecture notes are delivered in English.
- We encourage any non-English speaking student to check out the sample clips of our courses to make sure that comprehension of the material is not an issue.

For questions regarding online registration, visit our website at www.gnomonschool.com or call 323-466-6663

SUBSIDIZED TRAINING FOR CALIFORNIA EMPLOYERS (ETP)

Gnomon has been awarded a contract with the State of California Employment Training Panel (ETP) to offer subsidized training for eligible California companies. Through this contract, approved employers may send full-time staff members to Gnomon at a significantly reduced cost. If your company is interested in participating in this program, please have your training manager contact Admissions to be directed to the appropriate staff member.

STUDENT EVENTS & CAMPUS ACTIVITIES

Gnomon School of Visual Effects offers students several opportunities to participate in various social activities and industry related events to promote peer and community connections. Activities and events are planned and supervised by Gnomon staff in coordination with student volunteers and industry organizations.

- Lecture series focused on Film/Video/Broadcast and Games industries
- Featuring prominent speakers from various studios.
- Gnomon Gallery openings
- Presence at major industry trade shows, such as SIGGRAPH, Comicon and Game Developers Conference.
- Software Partner User Groups held on Gnomon's campus.

CONNECT WITH US for more information about Gnomon Events (scroll to the bottom right hand corner of our home page at www.gnomonschool.com) or join our official mailing list at <http://www.gnomonschool.com/enews.php>

THE GNOMON STORE

The Gnomon Store, located in the lobby of Gnomon School of Visual Effects, sells all major DVD titles produced by The Gnomon Workshop. These training DVDs for Visual Effects and Concept Design Artists are a great supplement to any course at Gnomon, for the working professional, or for production studios. The Gnomon Store also sells Gnomon items such as t-shirts, hooded sweatshirts, hats, sketchpads, pencils and other art supplies. Gnomon is proud to promote and sell books, posters and other works authored by Gnomon affiliated artists. The Gnomon Store is open 9am to 5pm and for some special events.

ACADEMIC POLICIES AND INFORMATION

** Policies specifically for Gnomon's full time programs are coded in green.*

NON-DISCRIMINATION POLICY

Gnomon School of Visual Effects admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. The institution complies with the Civil Rights Act of 1964, as amended; Title IX of the Education Amendment Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance; the Family Rights of Privacy Act of 1974; Section 504 of the Rehabilitation Act of 1973, which bars discrimination on the basis of physical handicap; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. Accordingly, equal opportunity for employment and admission shall be extended to all persons.

ORIENTATION FOR ACCREDITED PROGRAM STUDENTS

Prior to starting a full-time program at Gnomon School of Visual Effects, all accepted students must attend an Orientation session. Orientation is an important element in educating students not only on the policies and procedures of Gnomon, but also to inform students of the criteria needed to be successful during their tenure at Gnomon. At orientation, students are acquainted with the campus, the administrative staff and their peers. The directors of the administrative departments explain the ways in which they assist students and clarify students' rights and responsibilities. Student Handbooks are distributed and explained at this session.

STUDENT WEB PORTAL

The Student Portal is a secure Website that allows fulltime students access to information including schedule, grades, account

balance and activity and school notices. Students will be issued Logins and Passwords that can be used to gain access to the Student Portal. Passwords can be changed at initial login. Further information can be obtained from the Assistant Director of Administration.

UNIT OF CREDIT

Gnomon School of Visual Effects operates on a quarter term calendar. The unit of measure for the valuation of all courses is a quarter credit hour. Units attempted reflect actual registered units. Units earned reflect actual units completed.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

The Director of Education (or designee) will evaluate previous education and training that may be applicable to an educational program offered at Gnomon. Students applying for advanced standing must submit official transcripts to the college for review prior to beginning their training. Credit may be given if the education and/or training were completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) where courses and credit values are comparable to those offered at Gnomon and a grade of “B-” or 80 percent or better was attained. Coursework to be considered for credit must have been completed within the preceding year. Students may be required to demonstrate competency in requested transfer training courses. Recognition of credits earned at another postsecondary institution is limited to no more than 10 percent of the total hours required for completion of a designated program.

The school will conduct an evaluation of previous education and training for all eligible persons, grant appropriate credit, shorten the training period proportionately, adjust tuition/fees accordingly, and notify the appropriate authorities and student.

Transfer Credit From Other Schools:

Students requesting transfer credit must request an official transcript from the originating institution to be sent directly to Gnomon School of Visual Effects. It must be received no later than the last day of the first term of the program. Only *official* transcripts will be accepted for transfer credit evaluation. If official transcripts are not received within this time frame, credit may not be awarded. Additionally, if the course for which transfer credit has been requested is offered in the first term of the program, the student must attend the course until official transcripts are received, evaluated, and approved by Gnomon. On approval, tuition will be adjusted and/or credit applied to the student’s account. Please note that copies of course descriptions, school catalogs, and course syllabi may also be required for evaluation purposes.

Students must:

- Complete Request for Transfer Credit Form;

- Request official transcripts;
- Be evaluated for proficiency by Instructor and/or Director of Education (or designee).

Gnomon will:

- Consider courses completed with a grade of “B-” or better;
- Award a maximum of 10% of total program credit to program you are transferring into;
- Upon approval, credit will be noted on the transcript as previous education. However the grade received will not be used in GPA calculations;
- Students will be made aware if financial aid will be affected.

Transfer Credit From Courses Taken at Gnomon:

Students who have taken courses at Gnomon and wish to apply them to their certificate program must:

- Complete Request for Transfer Credit Form;
- Specifically note which courses you wish to transfer.

Gnomon will:

- Consider courses completed within one year with a grade of “B-” or better;
- Award a maximum 10% of total program credits to program you are transferring into for digital courses;
- Award a maximum 25% of total program credits to program you are transferring into for analog courses;
- Upon approval, credit will be noted on the transcript and the grade received will be used in GPA calculations;
- We will adjust tuition and reflect on enrollment agreement;
- Courses for transfer credit must be approved by Director of Education (or designee).

Transfer between Gnomon programs or specialties:

In order to transfer between Gnomon programs or specialties, students must:

- Meet with the admissions department to determine the viability of transfer;
- Meet admission requirements for the transfer program, including submission of required materials;
- Upon acceptance to the program must follow all requirements of transfer policy noted above.

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

The transferability of credits you earn at Gnomon School of Visual Effects is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in *Maya Fast Track, High End 3-D Computer Graphics, Digital*

Production for Entertainment or Entertainment Design and Digital Production is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma/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 Gnomon School of Visual Effects to determine if your credits or diploma/certificate will transfer.

Transfer Credit Appeal Process:

Transfer credit appeals will be considered on a case-by-case basis. A student may submit a written appeal to a transfer credit decision within five (5) business days of the decision to decline the request. The Director of Education (or designee) will consider an appeal if the student believes there is extenuating circumstance for transfer credit consideration.

Transfer credit appeals may be considered for:

- Students successfully completing Gnomon courses during consecutive terms over a period of time;
- Successful completion of comparable courses at an institution considered equivalent to the quality education and delivery of subject matter that Gnomon delivers.

The appeal should, at a minimum, include:

- Written appeal to the Director of Education (or designee)
- Official transcripts for consideration (except if they are Gnomon courses)
- The course syllabus, textbook(s), exam(s) and any other pertinent course information for consideration of comparability.

The outcome of an appeal will be approval or denial and all decisions are final. The student will be notified in writing of the results of the appeal within 2-3 business days of receipt, and of any restrictions or conditions pertaining to the appeal.

COURSE CANCELLATION AND CHANGES

Due to the nature of the industry we serve, Gnomon reserves the right to cancel/re-schedule a course or change faculty. Faculty changes may be made as necessary. In the event of a course change, students will be notified immediately. If the school cancels or discontinues a course or educational program, the school will make a full 100% refund of all charges. Refunds will be paid within 45 days.

INTERNATIONAL STUDENTS

International students are welcome to apply for admission to Gnomon School of Visual Effects. Applicants must meet the same admission requirements as U.S. citizens. In addition to the application, an affidavit of financial support must be submitted with the application. All documents should be accompanied by an English translation and evaluation. Students whose native language is not English are required to speak with an Admissions representative via phone or in person to ensure that this program is appropriate and that they possess a solid command of the English language. Gnomon does not offer English-as-a-second-language (ESL) program. Students must be able to read, write, speak, understand and communicate in English. International students should visit the following link for specific application information:

International Student section: http://www.gnomonschool.com/student_services/international_students.php.

VETERAN'S EDUCATIONAL BENEFITS

Gnomon is approved by the Veteran's Administration to provide educational benefits. Interested veterans should contact [1.888.GI BILL 1](tel:18886127273) for information on how educational benefits can be applied at Gnomon.

HOUSING

Gnomon is a non-residential campus. However, the Gnomon Student Resource Guide includes information about local housing that may be of interest. Request a copy of the Gnomon Student Resource Guide in the Lobby or call 323.466.6663 for more information.

ATTENDANCE

Attendance is mandatory. Students are expected to be on time and present from beginning to end of each class and Lab. All attendance and absences are recorded. Students who are late for class may be marked absent.

Absences cannot exceed 30% of total course time. Students *must* maintain a 70% attendance in order to receive a passing mark. Students must be present in the assigned classroom at least 70% of the scheduled time of any course to achieve satisfactory attendance. A student will be warned by the Director or designee and may be suspended or dismissed after three (3) unexplained absences.

Gnomon reserves the right to suspend or terminate any student whose attendance, academic performance, financial standing or behavior does not comply with school standards, regulations and campus rules. Students who have been suspended or terminated may be reinstated only with written approval of the Director of Education.

Gnomon Online Attendance

- Students are required to access and view all of the course sessions.
- Lectures must be viewed in order and a student must have viewed the previous lectures in order to have access to the next lecture. Attendance will be regulated through the students' login to the online lecture.
- A login report will run weekly to monitor the students that have logged into the system.
- Students must login every week, or they will be counted as absent.
- Three absences will result in a failure for the course.

GRADING

Grading is based on conceptual and aesthetic merit, as well as technical execution and effort. Grades may be evaluated from the following components:

- Weekly assignments
- Midterm exam
- Final exam
- Term project
- Presentation of the term project

Grading guidelines are used to insure that students actively participate, demonstrate willingness to learn and present measurable effort. Students should consider the following guidelines for grading standards:

- Attendance: Student must attend 70% cumulative attendance to receive a passing mark.
 - Did they attend classes?
 - Were they on time?
- Participation:
 - Were they active in critiques?
 - Did they ask questions in class?
- Effort:
 - Did they arrive on time?
 - Did they meet deadlines?
 - Did they complete homework assignments?
 - Were they receptive to critiques to improve their work?

- Did they have a good attitude?
- Final Project:
 - Did they exhibit improvement?
 - Did they present their work with confidence
 - Did they execute the techniques well?
- Results from written Final exam
- Overall improvement throughout the course

Grades are configured on a 4.0 scale and +’s and –’s may be used to accentuate a grade in either direction. Grades and grade points are assigned as follows:

A+: 4.33 A: 4.00 A-: 3.67	Excellent work exceeding expectations. Outstanding participation, attendance and assignments. A student producing work in the top 20% of her or his class.	Excellent 90-100
B+: 3.33 B: 3.00 B-: 2.67	Above average assignments and mastery of tools and concepts, participation and attendance.	Above Average 80-90
2.67	Students must maintain a cumulative GPA of 2.67 or better to maintain Satisfactory Academic Progress (SAP)	
Unsatisfactory Grades:		
C+: 2.33 C: 2.0 C-: 1.67	Below average execution of assignments, participation and attendance.	Average 70-80
D: 1.0	Well below average work, participation and attendance.	Below Average 60-70
F: 0	Completely unsatisfactory work, participation and attendance.	60 or Below
I	An “Incomplete” can be given to allow a student time to submit late work. An incomplete grade must be rectified by the first Friday of the following quarter; otherwise the grade converts to an “F”.	

INCOMPLETE GRADES

Students who receive an INCOMPLETE mark in a class have the following options:

- Rectify the grade with the instructor no later than the first Friday of the following term
- Re-take said class at their own expense and receive a passing mark.

Failure to rectify the incomplete mark by either of the above options will result in the “Incomplete” converting to a grade of an ‘F’. This equals a Failing grade.

GRADE CHANGES

Students who feel they have received an incorrect grade need to contact the Administration Office to verify it. Students may petition the instructor for a grade change should they feel the mark is unfair. Changes of Grade forms are available in the Administration office. All Change of Grade forms must be completed and submitted to the Administration Office within thirty (30) days of the end of the following term.

PROBLEMS WITH A GRADE OR CLASS

Students with a concern about a grade or a class are encouraged to speak with the instructor of that particular class. Concerns may also be addressed to the School Director, Director of Education and Assistant Director of Education.

MAKE-UP CLASSES

Gnomon instructors are working professionals and may miss a class during the term. Should a class be canceled during the term, we will make all possible efforts to reschedule the class. Make-ups are usually scheduled during the first week of the break. Please keep this in mind when making plans and travel arrangements.

Track Selection:

Gnomon offers four unique tracks of study for students enrolled in the Digital Production for Entertainment and Entertainment Design and Digital Production for Entertainment programs. At designated points in the programs students are required to declare a track selection choosing from the following: Modeling & Texturing, Character & Creature Animation, Visual Effects or Generalist.

The School Director or designee will request students declare their track selection at the following program benchmarks:

- **Digital Production for Entertainment and Entertainment Design**
 - Midway through the second term of the program

- **Entertainment Design and Digital Production for Entertainment and Entertainment Design**
 - Midway through the 5th term of the program

Change of Track

Change of Track forms are available in the Assistant Director of Administration's office.

Students wishing to change their track selection must obtain approval from the Director of Education, Associate Director of Education or Designee.

A student's decision to change tracks may require the student to take additional requirements of the new track and may postpone completion and graduation.

The deadline to submit a Change of Track form is prior to the first day of a following term.

**International students who change their track must meet with the School Director or Assistant Director of Administration to review their visa status and make any necessary adjustments.

INTERNAL CRITIQUES

Industry experts to provide students with qualified feedback on artistic interpretation and technical skills conduct professional critique of student work. Internal critiques will be scheduled for certificate students throughout the program and will be coordinated by the Placement & Alumni Relations office. This is your opportunity to have professionals evaluate your work and provide you with invaluable, in-depth advice and guidance.

Internal requirement are as follows:

- Attendance and participation is mandatory
- Students will be notified of scheduled Internal critiques via email
- Emailed instructions will include deadlines and instructions to save images to the student server
- Students are required to submit 1 image per class, per term.

LEAVE-OF-ABSENCE

Certificate students may take a one-term leave of absence with written approval from the Director of Education or School Director. Students who take more than one consecutive term off will be required to re-apply to the program.

International students must abide by the regulations of the M-1 visa and will only be granted a leave of absence if the circumstances adhere to the regulations. Please refer to the United States Citizen and Immigration Services website <http://www.uscis.gov/portal/site/uscis> for detailed information. Specifically the information regarding: Title 8: Aliens and Nationality.

RE-ENTERING STUDENTS

Students who have previously attended Gnomon will be subject to the same admission requirements and procedures as a new applicant. Students resuming their studies within a year of leaving Gnomon will not be required to pay the application fee. Students re-applying more than a year after leaving Gnomon will be subject to a re-entry interview and evaluation.

COURSE PROFICIENCY

Students who have proficiency in a required program course based on previous education and/or experience may petition for course proficiency. If approved, the student must substitute an equivalent course for program requirements.

Students must:

- Demonstrate proficiency
- May not challenge courses they have previously taken at Gnomon
- May attempt to challenge only one course at a time.

To petition out of a course, based on proficiency from work/life experience, a student must:

- Submit a written request to the Director of Education or designee, *prior to the 2nd class meeting of the course*;
- Provide work that demonstrates proficiency
- Discuss course content with the instructor in the 1st session
- If the student and instructor agree that there is subject proficiency, the Instructor will complete a Subject Proficiency form and notify the Director of Education (or designee) immediately.
- No waivers will be granted after the 2nd class meeting;

Gnomon will:

- Evaluate work submitted
- Review the Subject Proficiency form
- Determine if a proficiency examination is required to grant proficiency credit
 - If the student does not achieve a minimum 80% on the proficiency examination, the student must complete the petitioned course

- Not consider more than 10 qtr credit units of the program for proficiency.

If approved:

- No credits are awarded for course proficiency
- Students must substitute the petitioned course with an equivalent course in order to meet graduation requirements
- A student's financial aid may be affected;
- The student's ability to progress in the program may be based on space availability in successive courses;
- The decision on course proficiency is final.

COURSE SUBSTITUTION

Course substitution will be made available for students enrolled in High End 3D Computer Graphics who wish to focus their training in a specific area.

Student must:

- Complete a *Course Substitution Form*
- Maximum 10% credit units of program
- Must be approved by Director of Education (or designee)
- If a cost difference results between the scheduled class and the substituted course, the student is responsible for the difference in tuition
- No Add/Drop/Substitution will be granted after the 2nd class meeting

Gnomon will:

- Evaluate Course Substitution request
- Review any supporting documentation supplied
- Be reviewed/approved by the Director (or designee) and Financial Aid/Compliance
- Not consider more than 10 of the program qtr credit units for proficiency

MEDIA SERVICES

CHECKING OUT MEDIA RESOURCES/EQUIPMENT

Students are welcome to check out any resources available on the Gnomon campus. Gnomon offers a wide selection of entertainment and training DVDs, games, films, periodicals, books, manuals, etc. Gnomon also has video, cameras and other equipment available for check out.

- Media is distributed from 9:00 am to midnight by Studio Lab Techs
- Resource Materials, DVD's, books must be used on the premises and returned on the day borrowed.
- Media may be viewed in the Student Lounge/Media Center or available Computer lab:
 - From 9:00 am-12midnight
 - When there are no classes in session

To check out resources/equipment, students must:

- Complete the Gnomon Borrower Agreement Equipment/Resources form. Forms can be obtained from the Studio Lab Technician on duty
- Abide by the rules and regulations set forth in the Gnomon Borrower Agreement: Equipment/Resources
- Accept full financial responsibility for the care of the materials borrowed
- Return equipment in the same condition as it was checked out

GNOMON STUDENT WEB PORTAL

Gnomon has a student web portal. The information on this site is the most current information as it pulls directly from Gnomon's internal student administrative database.

Through this portal, you will have access to the following:

- * Current class schedule
- * Grades
- * Complete schedule of classes taken at Gnomon
- * Tuition Account Detail
- * Outside link to Academic Calendar and lab availability

STAGE RESRVATION POLICY

Stage reservations are based on space availability. Reservations must be made at least 24 hours prior to requested reservation time, but priority will be given to Gnomon Faculty and Staff.

Students reserving the stage accept full responsibility for the care of the stage and ensuring that the stage is left clean and orderly.

Students reserving the stage assume financially responsibility to repair any damage to the stage.

Prior to using Gnomon's equipment on the stage, students will complete a Library Borrower Agreement. No more than 10-12 people will be allowed on the stage per reservation without prior permission from School Director or approved designee.

Failure to abide by any of the above will result in the loss of stage usage or reservation privileges.

STUDIO/LAB ETIQUETTE

Students will be spending many hours in a shared lab space, and are encouraged to observe the following rules/courtesies:

- Eating/drinking is prohibited in the labs. The Gnomon Lounge is available for consumption of all food and beverages. We ask that all students clean up after themselves.
- A refrigerator is available for student use
- Students are responsible for discarding items weekly.
- Please listen to your music with headphones. No headphones, no music.
- If you are taking a break and conversing, please be respectful towards others who are working.
- We are sensitive to the fact that a lot of information is given in course lectures. We encourage students to audiotape lectures.
- ***NO filming or cell phone recording is allowed under any circumstances.***
- Remember to back up your work. Gnomon will not be responsible for any lost work. Questions regarding back-up should be directed to the Lab Tech.
- All lab hard drives are purged each term. No student work is retained from term to term.

STUDIO/LAB HOURS

- Labs open everyday at 9:00 am and close at 1:00 am (excluding some holidays).
- Lab doors close promptly at 1:00 am.
- Students will receive a warning from the on-duty lab tech at approximately 12:30am to begin saving their work and to clear out of the labs.
- Students are expected to be out of the labs by 12:50am, allowing the lab tech enough time to perform a final cleaning and security sweep.
- If a student fails to follow the instructions from the lab tech, the student will be forcibly logged out of their system.

MANDATORY STUDIO/LAB HOURS

We realize that many of you have systems at home and would rather work there, but Certificate Students are required to log 6 hours of monitored lab time per week.

- Students are scheduled into 2 sessions of lab time per week. (2 sessions of 3 hours per week.)
- Lab time will be graded like a class.
- Lab monitors will be present, circulate the attendance roster and log attendance.
- Students will have to sign the attendance roster each week.
- In the event that you have missed a lab due to an emergency or illness, you must contact the Assistant Director of Administration to determine if a make-up lab is possible.
- Lab monitors will also be available to assist you should you have any technical questions or problems.

To receive a passing mark, student's must:

- Maintain a minimum 70% cumulative attendance
- Not exceed 30% absences of class time
- Sign class roll sheet weekly
- Be on time, stay for the duration, and adhere to lab etiquette

Gnomon's System Administrator, Anthony Almanzor, or a Lab Tech on duty, will instruct Students on the log in procedure.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Gnomon requires students to make reasonable and timely academic progress each term towards completion of their certificate program. Reasonable progress is measured by the following three qualitative and quantitative standards:

Standard 1: The GPA Standard

- Must meet the minimum requirement of a 2.67 cumulative grade point average.

Standard 2: The Pace Standard

- Satisfactorily complete at least 67% of cumulative credit hours attempted.

Standard 3: The Maximum Time Frame Standard

- Complete the program within 150% of the maximum time frame offered for the program.

Standard 1 – The GPA Standard

Standard 1 is a qualitative measure of progress as measured by the student's cumulative grade point average (GPA). The cumulative GPA includes all Gnomon courses that have been graded and determined to meet the program requirements. Gnomon academic policies determine how the GPA is calculated including which grades count in the GPA calculation and the effect of course repeats on GPA. Students can review their current cumulative GPA via the student web portal. *To meet the GPA standard, students must achieve a minimum 2.67 cumulative GPA at the conclusion of each term as indicated in the chart below:*

SAP Review Schedule:

DP evaluated after:	1 st Term	Term 3	Term 6	Term 8	To Graduate	
DP must earn	14-21 cr hrs	42-63 cr hrs	84-126 cr hrs	110-165 cr hrs	165 cr hrs	
EDDP evaluated after:	1 st term	Term 3	Term 6	Term 9	Term 12	To Graduate
EDDP must earn	14-21 cr hrs	42-63 cr hrs	84-126 cr hrs	126-189 cr hrs	165-247 cr hrs	247 cr hrs

Standard 2 – The Pace Standard

Standard 2 is a quantitative measure which attempts to calculate the pace at which a student is progressing toward program completion. Pace is measured by the cumulative percentage of courses attempted that are successfully completed for credit. There are two steps in performing this calculation.

Standard 2: Step 1

Not all credit posted to the student's academic record is a good indication of the 'pace' at which they are completing their program. As a result, the various types of academic credit are evaluated based on the following:

The types of courses and credit that are included in this calculation include all Gnomon courses required for program completion:

- Gnomon courses taken prior to program enrollment that have been accepted for credit towards the program
- Repeated Gnomon courses required for program completion.

Types of courses and credit that are not included in this calculation:

- Courses taken at Gnomon that are not required for program completion
- Courses taken at Gnomon in which the grade was not a “B-“ or better
- Courses transferred from other institutions
- Course withdrawal for extenuating circumstances beyond the student’s control as indicated by the grade assignment of a “W”

Standard 2: Step 2

Based on the courses that **are** included above, pace is then calculated by dividing the total number of credit hours successfully completed (passed with units earned) by the total number of credit hours actually attempted.

Total Hours Earned/Completed = all course work where credit is earned with a grade of A, B, C or D.

Total Hours Attempted = Total Hours Earned/Completed PLUS all course work with a grade of F, I and W.

To meet the requirements of the Pace Standard, students must satisfactorily complete at least 67% of all cumulative credit hours attempted as listed in the chart below.

SAP Review Schedule:

DP evaluated after:	1 st Term	Term 3	Term 6	Term 8	To Graduate	
DP must earn	14-21 cr hrs	42-63 cr hrs	84-126 cr hrs	110-165 cr hrs	165 cr hrs	
EDDP evaluated after:	1 st term	Term 3	Term 6	Term 9	Term 12	To Graduate
EDDP must earn	14-21 cr hrs	42-63 cr hrs	84-126 cr hrs	126-189 cr hrs	165-247 cr hrs	247 cr hrs

Standard 3 – The Maximum Time Frame Standard

Standard 3 is also a quantitative measure to determine if the student is actually completing the academic program within a reasonable overall time frame based on units attempted. Students may not continue in a program once they have exceeded this standard. It is important to emphasize that once the maximum time frame is exceeded the student is considered ineligible for education in the program.

The maximum units allowed for the academic program are determined by multiplying the minimum units required for program completion by 150% to determine the maximum number of units a student can attempt.

- Digital Production requires **165** credit hours for completion. The maximum credit hours a student can attempt in this program is **247** credit hours.
- Entertainment Design and Digital Production requires **247** hours for completion. The maximum credit hours a student can attempt in this program is **370** credit hours.

The total number of units attempted by the student in that review period is calculated and compared to the maximum allowed. *To meet Standard 3, students must have attempted less than 150% of units required for the academic program as calculated above.*

How Satisfactory Academic Progress Standards are Monitored

Satisfactory Academic Progress is monitored at the end of each academic term. Students who fully meet all three standards above are considered in GOOD standing for SAP. Students who fail to meet the standards will be notified via email of the results and the impact on their program and financial aid eligibility.

If the parameters of Standard 1: GPA or Standard 2: Pace standard are deficient at SAP review, the student becomes INELIGIBLE for financial aid. This student may appeal the ineligible status as outlined in the “Appeal after Review” section below. A student whose appeal is approved will be on *PROBATION* and may receive financial aid for one additional term.

Students who have exceeded the Maximum Time Frame set forth in Standard 3 are immediately ineligible to continue education in the program and or receive additional financial aid assistance. Furthermore, students who have been terminated, dismissed or suspended are not eligible to receive financial aid assistance until formally reinstated.

Probation Status

Students failing to meet the criteria of Standard 1 (GPA) or Standard 2 (Pace) are placed on *PROBATION* and must meet all three standards to be deemed eligible to continue in the program and for continued financial assistance.

This student may appeal this decision if an academic plan approved by the Director of Education or designee is included. If an appeal that includes an academic plan is approved, the student will be placed on *PROBATION*. Continued aid eligibility will be monitored each term based on the specifications of the plan.

Upon review prior to the following term, should the student obtain the benchmark set forth in the approved plan they will be considered in GOOD standing and may continue to matriculate in the program and continue Financial Aid eligibility.

Failure to fully satisfy the approved plan in the following term review will result in the student being INELIGIBLE for financial aid. Once students have failed to maintain satisfactory progress based on an approved plan, no further appeal opportunity is allowed. Students can only regain financial aid eligibility if they complete additional coursework without the benefit of financial assistance, which results in their being in full compliance with the SAP Standards or the approved academic plan.

Impact on the Disbursement of Financial Aid

Financial Aid regulations do not allow for the disbursement of any financial assistance for the next term until Gnomon can ensure that the student will be eligible to receive the financial aid under these SAP standards. As a result, a hold will be placed on the disbursement of financial aid for those students who are at risk of becoming INELIGIBLE. This includes:

1. Students who are on PROBATION
2. Students who are being monitored based on an approved academic plan
3. Students who are approaching the Maximum Time Frame Standard

Once grades are posted and SAP Standards can be monitored, the hold will be released for those deemed eligible. The hold will not be released for those deemed ineligible until such time as an appeal is approved.

Due to the timing of grade submission, this will mean a delay in the release of funds past the beginning of the next term. As a result, students in one of the 3 statuses above will have financial aid held until grades are available but not past week #3 of the term.

Re-Gaining Eligibility

Students in an *INELIGIBLE* status may regain eligibility as follows:

- For students not meeting the GPA and/or Pace standards, enroll without the benefit of financial aid assistance and complete coursework that improves your cumulative GPA and/or completion rate to achieve full compliance with the SAP Standards or the approved academic plan.
- Submit a written appeal to the School Director for consideration.

Request to have Satisfactory Academic Progress Recalculated

If adjustments have been made to the student's academic record after their SAP status has been calculated, students may request in writing that their SAP status be re-reviewed. This may be necessary when:

- Grades for the term were posted after SAP was calculated
- Grade changes including the resolution of an incomplete
- Transfer credit has been posted
- The student has changed programs and SAP standards are met for that program

Appeal Guidelines

Students who fail to meet these standards and lose eligibility for financial aid can appeal the decision. As part of all appeals, the student is required to provide the following:

1. A personal statement explaining:
 - Extenuating circumstances that led to the student not meeting the SAP standards
 - What actions the student is taking to ensure future academic progress
2. Documentation to support extenuating circumstance(s). Examples of extenuating circumstances include but are not limited to:
 - A period of illness or injury for the student
 - A period of illness or injury for an immediate family member requiring the student's assistance
 - Death of a family member
 - Family difficulties (financial, divorce, etc)
 - Military Service

Additional Information Required

Appeal of the Maximum Time Frame Standard

- Detailed plan approved by the Director of Education or designee showing how the student will meet remaining program requirements

Appeal after SAP Review

- Detailed plan approved by the Director of Education or designee showing how the student will meet remaining program requirements
- If it is not possible for the student to meet the GPA and Pace standards at the end of one additional term, a detailed plan approved by the Director of Education or designee included showing how the student will address the SAP standard deficiencies.

Appeal after Probation Term

- Detailed academic plan approved by the Director of Education or designee showing how the student will address the SAP standard deficiencies and make reasonable academic progress toward certificate. The plan must also show how they will meet all remaining program requirements.

The complete appeal packet must be submitted to the School Director within one week of the date of the ineligibility notification. The SAP Appeal Committee will evaluate appeals within 2 weeks of receipt of the completed appeal. Students will be notified of the results by email. If a student wishes to challenge the denial of an appeal, they must provide a clear written rationale for this challenge within 2 weeks of receipt of the appeal denial to the School Director. The Director will consult with the other Directors, as appropriate in responding to the challenge.

ACADEMIC INTEGRITY and PLAGERISM

Academic integrity means honesty and responsibility in education. Gnomon maintains high academic standards and integrity. While we encourage students to draw inspiration and reference from other artists, students need to resist plagiarism. Gnomon does not tolerate academic dishonesty, which is inclusive of plagiarism.

Plagiarism is defined as the following:

- Stealing someone else's ideas and presenting them as your own.
- Using another person's ideas or creative work without giving credit to that person.
- Claiming the work of others or downloading images directly from the Internet and claiming that work as your design.

Due to the fact that electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in the art /computer environments. Should a student violate authorial integrity, unauthorized access and copyright violations, Gnomon will take disciplinary action.

Gnomon expects both students to maintain the highest standards of academic integrity in the classroom environment. Instructor must notify the School Director and/or Assistant Director of Administration regarding any student that has potentially violated Academic Integrity. Recommended consequences of a student violating academic plagiarism include, but are not limited to:

- Reduction in credit, if the student is given the opportunity to redo the assignment
- A failing grade or a zero for the assignment
- A failing grade for the course
- Suspension or dismissal at the discretion of the School Director

The Visual Effects & Games communities are very collaborative and connected. Plagiarism is seriously frowned upon and will have long lasting and detrimental effects on the offender's career.

STUDENT COUNCIL

In order to create an environment conducive to communication amongst the student body and Staff, Gnomon has established a Student Council. Student Council meetings are held twice per term, typically in week 3 and week 8. The meetings are attended by key staff members and address issues concerning: faculty, curriculum, facilities, hardware and software, as well as provides a forum for students to receive updates from staff regarding recent placements or upcoming events.

Student Council is comprised of a representative(s) from every term of the Digital Production for Entertainment and Entertainment Design and Digital Production programs. In the first term of each program, students are asked to appoint a Student Council Representative that will be committed to represent the issues and concerns of their term and to act as a conduit of information gathered in the meetings.

GNOMON INTERNSHIP

The goal of the Internship Program at Gnomon School of Visual Effects is to further support our mission to specialize in computer graphics training for careers in the entertainment industry. The Internship program offers a unique opportunity to assimilate what has been learned in the classroom with real-world experience, set in a professional, practice-oriented environment.

Students are eligible to apply for the Gnomon Internship opportunity at the following program intervals:

- **Digital Production for Entertainment and Entertainment Design**
 - EITHER Term 7 or Term 8.

- **Entertainment Design and Digital Production for Entertainment and Entertainment Design**
 - EITHER Term 11 or Term 12.

Any exceptions to the above will be made on individual basis under guidance of the School Director and the Manager of Placement/Alumni Relations.

Students interested in perusing an Internship should make arrangements to meet with Gnomon's Manager of Placement & Alumni Relations to discuss the application process, qualifications and the internship requirements.

STUDENT WORK

- Gnomon reserves the right to retain any and all student work for marketing, exhibition, publication, or for our student gallery.
- Gnomon School of Visual Effects labs and facilities may not be used for paid production work.

STUDENT ID CARDS

Every Gnomon student is eligible to receive a student ID card. Please contact the lab tech on duty to have one made.

PERSONAL SAFETY

Gnomon is located in Television Center, an industrial complex, which provides 24-hour security/surveillance. Students are encouraged to be aware of their surrounding and to take appropriate precautions:

- Do not walk to your car late at night after class/lab by yourself;
- Walk in groups to your cars;
- Call/notify the Security Officer on duty should you see anyone or anything suspicious;
- Avoid taking short cuts and going down poorly lit areas;
- Stay in places where you are visible and can see those about you.

PREVENTIVE HEALTH & SAFETY MEASURES

Gnomon facilities provide ergonomically designed workspaces, low reflection wall paint, low frequency lighting which reduces screen reflectivity and glare, along with ergonomically designed chairs at every workstation. Safety precautions are considered when setting up office and lab spaces at Gnomon. Health and Safety binders are located each studio/lab space and contain information on preventative health and safety measures. Students are encouraged to use it for reference in applicable situations.

ACCIDENTS AND INJURIES

In the event of a life-threatening emergency, **call 911 immediately**. First Aid Kits are located in the LAB TECH office, the MAIN LOBBY, as well as in the SCULPTURE classroom.

All injuries should be reported to an Instructor, Lab Tech or Administrative Staff immediately. A *Gnomon Accident/Injury and Illness Investigation Form* must be completed and submitted to the Assistant Director of Administration. If an accident occurs outside of the school premise (but within the Television Center facility), please report the issue immediately to the Lab Tech or Administrative Staff

on duty in addition to the TVC Security. The *Gnomon Accident/Injury and Illness Investigation Form* must be filled out along with an incident report with TVC.

PROFESSIONALISM

While Gnomon is an educational facility, our classes are geared towards a real-world production environment atmosphere, complete with working with industry professional. The Certificate Program is structured to develop your work ethic both professionally and personally. As a Certificate student, you are expected to attend class, be prompt, meet deadlines, complete projects and exhibit professional behavior towards the staff, your instructors and peers.

PERSONAL CONDUCT

Gnomon is an educational facility. Our environment is geared towards a real-world production atmosphere, complete with instructors who are working professionals. Programs are structured to develop your work ethic, both professionally and personally. As a student it is your responsibility to attend course, be prompt, complete projects, meet deadlines, and exhibit professional behavior towards instructors, staff and peers.

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to:

- Dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the school
- Forgery, alteration, or misuse of school documents, keys, or identification
- Theft of, damage to, or destruction of any property of the school or property of others while on school premises
- Unauthorized entry to or use of school properties, equipment, or resources
- Disruption of teaching, research, administration, or other school activities
- Physical abuse, threats of violence, rape or other forms of sexual assault, or conduct that threatens the health or safety of any person on school property or in connection with official university functions
- Disorderly conduct, disturbing the peace, or failure to comply with the direction of a school employee acting in his/her official capacity
- Sexual harassment
- The use of "fighting words" when they constitute harassment
- The use, possession, sale, distribution, or manufacture of alcohol on school property or at official school functions that is unlawful or otherwise prohibited by, or not in compliance with, school policy or campus regulations and
- The unlawful use, possession, sale, distribution, or manufacture of controlled substances, identified in federal and state laws or regulations, on school property, or at official school functions.

DISMISSAL AND SUSPENSION POLICY

Students may be suspended or dismissed for violations of school policies at the discretion of the School Director.

REINSTATEMENT AFTER DISMISSAL

Students who wish to be re-instated after dismissal must re-apply to the program and meet with the School Director or designee. Re-enrollment or re-entrance will be approved only after evidence is shown to the Director's or designee's satisfaction that conditions that caused the interruption for unsatisfactory progress have been resolved.

STUDENT LIABILITY

Physical injury and /or medical problems, as well as loss of or damage to personal property resulting from natural disasters, theft or other causes are not the responsibility of Gnomon School of Visual Effects. Gnomon recommends that students carry personal insurance.

EMAIL RESPONSIBILITY

Email is the primary form of communication utilized by Gnomon Administration.

Students are responsible for insuring that Administration is informed of their current email address and for checking email on a regular basis.

PARKING

Street parking is available; refer to posted signs for hours and/or restrictions.

A parking sticker is required to park in the lot located one block south of the Television Center building. The entrance to the lot is one block west of Cahuenga Boulevard on Cole Street. Parking stickers are available for purchase in the Gnomon Store.

BICYCLES, SKATEBOARDS, SKATES AND SCOOTERS

Bicycles, skateboards, in-line skates, scooters and other such forms of communication may not ridden within the premises of the Television Center Complex. Students and visitors are asked to walk with the above on campus. Bicycles should only be locked to the bicycle racks provided in designated areas.

SMOKING

Gnomon respects the smoking policies of the Television Center and the existing State Law. Smoking is prohibited in any enclosed space including labs, classrooms, and common areas. Students will honor designated smoking and non-smoking signs posted

throughout the Television Center. Students should be considerate and maintain a distance of 20 feet from any building, entrance, exit or operable window while smoking.

DRUGS & WEAPONS

Drugs and weapons are not allowed under any circumstances. Gnomon firmly adheres to the laws set forth by the state of California relating to the consumption of illegal substances. No firearms or lethal weapons of ANY type are permitted at Gnomon.

VISITORS/MINORS AT GNOMON

For insurance purposes, we are unable to have unattended minors on the premises. Visitors are welcome at Gnomon, however, if it is for an extended period of time, permission must be granted by the Administration. Lab Techs have authority to ask anyone who is being disruptive or disrespectful to leave the premises.

COMPLAINTS

To ensure the quality of education at Gnomon, students are encouraged, to verbally communicate their concerns to members of the faculty and administration for amicable solutions.

Should you feel your concern/problem has not been adequately addressed; you may file an official written grievance. This grievance should be addressed to the School Director or grievance@gnomonschool.com and must be received in the Administrative Office within 48 hours after the incident occurs. The Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the Director will call a grievance committee hearing within 24 hours of receipt of the report. Such committee will include the director, instructor, and/or appropriate staff member. In addition, all persons involved with the incident must be present at the time of the hearing. The committee will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student may appeal the decision with the Bureau. To do so they must submit the appeal, within 24 hours of the hearing, to the Bureau with copies of all documents including a cover letter explaining why the decision is unacceptable.

Unresolved complaints may be directed to: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 Telephone (Toll-Free): 888-370-7589, FAX: 916-263-1897.

Unresolved complaints may also be directed to:

The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone (Toll-Free): 800-917-2081, FAX: 770-396-3790

COURSE EVALUATIONS

At the end of each term, students are asked to evaluate their courses and instructors through an evaluation form. Your responses help us become aware of what areas are working and where there may be room for improvement. We take our evaluations seriously and ask that you do, too.

RECORD RETENTION

Gnomon will maintain student records for each student, whether or not the student completes the educational program, for a period ending five (5) years after the date of the student's graduation, withdrawal, termination or cancellation.

TRANSCRIPT/LETTER REQUESTS

Official transcripts/verification letters will be provided upon written request and are subject to payment of the prescribed fee (see Appendix #1), if there is no outstanding financial obligation due. Transcript requests forms may be obtained from the Administrative Office or can be requested via email with required information to register@gnomonschool.com. Please allow 72 hours for processing.

GUIDANCE and CAREER SERVICES

Gnomon provides two separate forms of advising. Class counseling is available for students looking for guidance in class selection. Course advisement is available through the Admissions department.

Career guidance and placement is available through Gnomon's Career Services. Gnomon is proud to have alumni working at distinguished film and game studios worldwide. Gnomon's graduate placement has consistently been above 85% since 2005.

Gnomon offers assistance with career guidance and placement. All registered students, graduates and alumni are supported by Career Services. Gnomon is pleased to assist all who are interested with placement, whether you are a full-time student or taking courses to further professional development. Placement assistance is provided at the completion of the program to all graduates, but *placement is not guaranteed*.

The Career Services office offers:

- Professional career counseling
- Advisement on reels, resumes and portfolios

- Guidance in researching openings and companies
- Referrals for job openings
- Introductions to individuals and companies in the industry
- Employer job fairs

For the most current placement statistics or further information, please contact:
Placement & Alumni Relations office, 323-466-6663.

CANCELLATION, WITHDRAWAL AND REFUNDS

PROFESSIONAL STUDIES and GNOMON ONLINE

Students have the right to withdraw from the program of instruction at any time. If you have completed 60% or less of the period of attendance, a refund may be due.

Tuition refunds will be based on the date the drop request is received in writing or email. Please address your email to register@gnomonschool.com.

10 WEEK COURSES

- 100% Before courses begin
- 80% First 2 weeks of the term
- 60% 3rd week of the term
- 40% 4th week of the term
- 20% 5th week of the term
- 0% 6th week of the term

5 WEEK COURSES

- 100% Before courses begin
- 80% First 2 weeks of the term
- 40% 3rd week of the term
- 0% 4th week of the term

PROGRAM CANCELLATION, WITHDRAWAL AND REFUNDS

(This section pertains only to the full-time programs of: Maya Fast Track, High End 3-D Computer Graphics, Digital Production for Entertainment, and Entertainment Design & Digital Production)

CANCELLATIONS, WITHDRAWALS, AND REFUNDS

If tuition and fees are collected in advance of the start date of a program and Gnomon cancels the class, Gnomon will refund 100% of the tuition and fees collected. Refunds will be paid within 45 days.

STUDENT'S RIGHT TO CANCEL

CANCELLING ON OR BEFORE THE FIRST DAY OF CLASS

If tuition and fees are collected in advance of the start date of classes and you do not begin classes or withdraw on the first day of classes, Gnomon retains the non-refundable registration fee of \$75.00 and will process a refund for all other tuition and fees paid. Refunds will be paid within 45 days.

CANCELLING DURING THE FIRST SEVEN (7) DAYS AFTER ENROLLMENT

1. You have the right to cancel this agreement for a course of instruction, including the cost of any equipment or supplies you received, until midnight of the seventh day after enrollment.
2. Cancellation shall occur when you give written notice of cancellation to Gnomon School of Visual Effects, Attn: Director, 1015 North Cahuenga Boulevard, Hollywood, CA 90038.
3. Written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage pre-paid.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the Agreement. You may request a form from the administration office.
5. If the school has given you any equipment or supplies, you shall return it to the School, in unused condition, within 30 days following the date of your notice of cancellation. If you fail to return this equipment or supplies within the 30-day period, the School may deduct its documented cost for the equipment or supplies from any refund due to you. Once you pay for the equipment or supplies it is yours to keep without further obligation.
6. If you cancel this Agreement, the School will refund any money that you paid, less the deduction for equipment or supplies not timely returned in unused condition and the non-refundable registration fee of \$75.00. Refunds will be paid within 45 days after your notice of cancellation is received.
7. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds

WITHDRAWING AFTER THE FIRST SEVEN (7) DAYS AFTER ENROLLMENT

1. You have the right to withdraw from the program of instruction at any time.
2. Gnomon will provide a pro rata refund of nonfederal student financial aid program moneys paid to students who have completed 60% or less of the period of attendance within the current term. The period of attendance is defined as a 10-week term of instruction. The program includes a defined number of 10-week terms. Students who withdraw from the program are not financially obligated beyond the current term.
3. If you withdraw from the course after midnight of the seventh day after enrollment, the School will calculate the amount you owe for the time you attended according to the following formula: The amount you owe shall be determined on a prorata basis if you have completed 60% or less of the period of attendance depending on how many clock hours remain at the time you withdrew from the course. After we compute the amount you owe for the time you attended, we will keep the non-refundable registration fee of \$75.00 and the documented cost of any equipment or supplies that you received which you do not return in unused condition within 45 days of your withdrawal, as well as any applicable fees.
For a list of these costs, see page 3 of the Enrollment Agreement and any attachments.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the follow occurs:

- a. You notify the school in writing of your withdrawal or the actual date of withdrawal
- b. The School terminates your enrollment
- c. You fail to attend classes for 3 consecutive weeks. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

REFUNDS FOR FINANCIAL AID STUDENTS

The U.S. Department of Education certifies this institution as an eligible participant in the federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state/institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If a student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury. The student must pay any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state/institutional policy to the institution.

Any monies due an applicant or student will be refunded within forty-five (45) days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or (b) the point at which the student fails to meet the published attendance policies outlined in this Catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student.

If student does not return following a leave of absence on the date indicated on the approved written request, refunds will be made within forty-five (45) days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

REMITTANCE TO THE FEDERAL GOVERNMENT

If it is determined that a federal refund is due, the statute and regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans), the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Direct Loan Program;
2. Subsidized Direct Loan Program;
3. Federal PLUS Loan Program;
4. Federal Pell Grant Program;
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
6. Other federal, state, private and/or institutional sources of aid; and
7. The student

FEDERAL RETURN OF TITLE IV FUNDS REFUND POLICY

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the institution during a payment period or a period of enrollment in which the student began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a schedule is used to determine how much SFA program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the last date of attendance.

Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

STUDENT TUITION RECOVERY FUND (STRF) (§76215 and §76020)

The Student Tuition Recovery Fund (STRF) exists to relieve or mitigate pecuniary losses suffered by a California resident who is or was a student of a qualifying institution if the student enrolled in an institution, prepaid tuition, paid the assessment, and suffered loss as a result of any of the following:

- (1) The closure of the institution;
- (2) The institution's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the institution;
- (3) The institution's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the institution prior to closure in excess of tuition and other costs;
- (4) A significant decline in the quality or value of the educational program within the 30-day period before the closure of the institution or, if the decline began before that period, the period of decline determined by the Bureau, to a degree that results in the institution's failure to meet minimum operating or academic standards; and
- (5) The student's inability to collect a judgment entered against a qualifying institution for a violation of the Act.

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

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

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

- You are not a California resident.
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

A student seeking reimbursement under the Fund shall file a written application on the Bureau's Student Tuition Recovery Fund Application Form (STRF App Rev. 2/10), signed under penalty of perjury that the form and all attachments are true and correct.

PRIVACY OF STUDENTS RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. 1232g) grants students certain rights concerning their educational records. Under the Act, an educational or student record is any record containing personally identifiable information that is directly related to a student and maintained by the Institution or its agents.

Gnomon has promulgated a specific policy on student records administration, which is available through the Assistant Director of Administration. Except as permitted by the Act, Gnomon will not disclose student educational records without the consent of the student. Exceptions include Gnomon employees acting in a student's educational interest. An employee has a legitimate educational interest if he/she must review the student's record in order to fulfill his/her assigned duties and responsibilities. Other exceptions include disclosures to officials of other institutions in which students seek to enroll, to persons in compliance with a subpoena, to comply with a court order sought by the U.S. Attorney General for student records containing information relevant to the investigation or prosecution of terrorist acts, and to persons in an emergency in order to protect the health and safety of students or other persons. At its discretion, Gnomon may release "directory information" concerning any student who does not prevent such access when it appears that the release of the requested information will be of benefit to the student concerned. Directory information includes a student's name, address, phone number, e-mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time). For student employees, directory information shall also include if the student has participated in Federal Work Study. Students who choose to prevent the release of directory information may do so by completing the Request for Confidentiality Hold on Student Records form in the Assistant Director or Administration's Office. Upon so informing Admissions and Records, the student's directory information will be designated "confidential" and will remain as such until re-designated by the student.

The law provides students with the right to inspect, review and challenge information contained in their education records. The Assistant Director of Administration has been designated by the School Director to coordinate the inspection and review of procedures for student education records. Students wishing to review their education records may make a written request on a form available from the Assistant Director of Administration, where the records are maintained. Only records covered by the Act will be made available. That availability will occur within 45 days after submission of the request. Students who believe that their education records contain information that is inaccurate, or is otherwise in violation of their privacy or other rights may discuss their concern informally with the Assistant Director of Administration. Records will be changed or amended if the student can establish propriety for the requested change. If not, the student will be notified within 30 school days that the records will not be changed or amended. Accompanying that notification will be information of the right to a hearing with respect to the denial of the requested change or amendment. Student requests for a formal hearing must be made in writing and submitted to the School Director.

Students who believe that the final adjudication of their challenges were unfair or not in keeping with the provisions of the Act may file complaints with the Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605, concerning the alleged failure of Gnomon School of Visual Effects to comply with the act.

Social Security Number Requirement

Students are required to provide Gnomon with their social security number or individual taxpayer identification number (ITIN) pursuant to Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (and associated regulations). Gnomon uses the social security number or ITIN to identify records pertaining to the student and, if needed, to collect debts owed Gnomon.

Also, the Internal Revenue Service requires Gnomon to file information returns that include the student's social security number or ITIN and other information such as the amount charged for qualified tuition and related financial aid grants and scholarships for the 1098-T. Students who do not have a social security number or ITIN at the time of enrollment will be required to obtain the appropriate number and submit it to Gnomon within sixty days. Failure to furnish a correct social security number or ITIN may result in the imposition of a penalty by the Internal Revenue Service. Questions related to the social security number or ITIN requirement may be referred to the School Director.

RESERVATION OF RIGHTS

Gnomon reserves the right to change tuition fees, scheduled dates of courses, course offerings, instructors, policies and procedures at its sole discretion without limitation of any kind. Gnomon also reserves the right to deny enrollment in courses to any student and the right to withdraw any student whose conduct fails to comply with the policies, rules and standards of Gnomon.

Appendix #1

Tuition and Fees (Domestic & International)

Please refer to the Tuition and Fees Enclosure for current tuition and fees for all programs and courses.

All fees, tuition and charges are subject to change at any time at the discretion of Gnomon School of Visual Effects:

GENERAL FEES:

Application Fee:	\$25.00
Payment Plan Fee	3% total tuition admin fee
Intl Visa Processing Fee	\$150.00
Transcript Fee: 72 hours requested for processing.	\$10.00

TUITION/FEES: Programs

Program	High-End 3D Computer Graphics	Digital Production for Entertainment	Entertainment Design and Digital Production	Maya Fast Track
Total Tuition	\$49,000.00	\$ 64,000.00	\$ 78,000.00	\$10,600.00
Student Fees	\$1,750.00	\$2,000.00	\$3,000.00	N/A
Non-Refundable Registration	\$75.00	\$75.00	\$75.00	\$75.00
*Non-Refundable STRF fee (California residents only)	\$127.50	\$165.00	\$202.50	\$27.00
*Total Program Cost w/STRF	\$50,952.50	\$66,240.00	\$81,277.50	\$10,702.00
Total Program Cost w/o STRF	\$50,825.00	\$66,075.00	\$81,075.00	\$10,675.00
Due Upon Enrollment:				
Non-Refundable Registration	\$75.00	\$75.00	\$75.00	\$75.00
Non-Refundable STRF (if applies)	\$127.50	\$165.00	\$202.50	\$27.00
Student Fees	\$250.00	\$250.00	\$250.00	\$10,600.00
Tuition per term installment	\$7,000.00	\$8,000.00	Terms 1-4: \$3,500/term Terms 5-12: \$8,000/term	N/A
**International: Pay all fees & tuition for Terms 1 & 2 in advance	\$14,725 USD	\$16,725 USD	To Be Announced Please contact Admissions	\$10,825 USD
Due Per Term:				
Student Fees	\$250.00	\$250.00	\$250.00	
Tuition is paid in term installments	\$7,000.00	\$8000.00	Terms 1-4: \$3,500/term Terms 5-12: \$8,000/term	
**International: Each term thereafter is paid in term installments	\$7,000 USD	\$8,000 USD	Terms 1-4: \$3,500/term Terms 5-12: \$8,000/term	

Appendix #1

****International Students enrolled in the above programs can anticipate the following fees to maintain a current M-1 visa status:**

Filing fee I-539: Application To Extend/Change Nonimmigrant Status – Filed Annually	\$300.00
Filing Fee I-765: Application for Employment Authorization – Filled prior to the final term of the program	\$340.00

Tuition and Fees (Domestic & International) (cont'd)

TUITION: Professional Studies / Gnomon Online

Course tuition	\$1,299 - \$1,755
Digital courses: 10 week	\$1,695.00 - \$1,755
Digital courses: 5 week	\$927
Digital courses: 1 week	\$1,695
Traditional courses: 10 week	\$552 - \$1035
Traditional courses: 5 week	\$309
Non-Refundable Late Registration Fee <i>Applies to registrations received one week prior to term start.</i>	\$75

TUITION/FEE INCREASES

Gnomon reserves the right to increase tuition/fees at least once annually. Tuition/Fee increases will not exceed 5% per calendar year. Students will be notified of tuition and fee increases prior to the beginning of the term.

Federal law dictates that Gnomon is to maintain privacy regulations regarding student affairs and communications for students who are of legal age. Should payment arrangements be made by anyone other than yourself, **it is the student's responsibility** to relay information to said party regarding payment deadlines or any subsequent changes to tuition.

PAYING TUITION

Tuition and Student Event/Activity Fees are due prior to the term start or no later than end of the first week of classes. Financial Aid students are responsible for any difference in tuition not covered by Federal Funding.

PAYMENT OPTIONS

Financial Aid:

- Available for the High-End 3D Computer Graphics and Digital Production for Entertainment programs
- Gnomon offers Financial Aid through Federal Student Aid for those who qualify.
- Full-time students who are US citizens/eligible non-citizens may be eligible to receive Pell Grant and/or Direct Loan financial assistance.
- Students interested in applying for aid should contact the Financial Aid Office at 323-466-6663.

Payment in-full, or payment arrangements (Gnomon payment plan, Financial Aid and/or a Sallie Mae Loan), are required to officially complete registration and reserve a space in the course/program. Gnomon accepts for Payment:

- Checks: company /personal
- All major Credit Cards
- Money Orders
- Corporate Purchase Orders

Appendix #1

- Gnomon Payment Plans (*see below*)
- Wire Transfers
- Sallie Mae Private Education Loans

Tuition and Fees (Domestic & International) (cont'd)

Gnomon Payment Plans are contractual agreements with students to defer payment over the term:

- Tuition is divided into three installments plus a 3% administrative charge
- The first installment of 50% is due at the time of registration.
- Remaining installments are due over the course of the term.
- Payments made more than five (5) business days after a scheduled due date are subject to a 2% late fee.
- Payments made seven (7) or more business days late are subject to the student's computer account being frozen until payment is rectified.

Private Student Loans are available, but must be coordinated with the Financial Aid Office:

- Gnomon offers loans through SLM Financial, a Sallie Mae Company.
- Students interested in enrolling at Gnomon may apply for financing through SLM to pay their tuition.
- Students interested in a Sallie Mae loan may contact the Financial Aid Office for more details.
- Prior to submitting a loan application, students ***must*** speak with Admissions and Financial Aid.
- Students must be a US citizen, a US national or a permanent resident and must be creditworthy (or have a co-signer that meets the requirements).
- The deadline to submit a loan application to Sallie Mae is seven (7) business days prior to the start of the term.

GNOMON SCHOOL of VISUAL EFFECTS - (Digital Production Program)

MODELING AND TEXTURING	CHARACTER ANIMATION	ANIMATION VISUAL EFFECTS	GENERALIST
Term 1	Term 1	Term 1	Term 1
Introduction to Maya	Introduction to Maya	Introduction to Maya	Introduction to Maya
Photoshop for Digital Production	Photoshop for Digital Production	Photoshop for Digital Production	Photoshop for Digital Production
Texture and Shading 1	Texture and Shading 1	Texture and Shading 1	Texture and Shading 1
Visual Communication 1	Visual Communication 1	Visual Communication 1	Visual Communication 1
Storyboarding	Storyboarding	Storyboarding	Storyboarding
Overview of Visual Effects and Games	Overview of Visual Effects and Games	Overview of Visual Effects and Games	Overview of Visual Effects and Games
LAB	LAB	LAB	LAB
TERM 2	TERM 2	TERM 2	TERM 2
Hard Surface Modeling 1	Hard Surface Modeling 1	Hard Surface Modeling 1	Hard Surface Modeling 1
Introduction to Compositing	Introduction to Compositing	Introduction to Compositing	Introduction to Compositing
Texture and Shading 2	Texture and Shading 2	Texture and Shading 2	Texture and Shading 2
Animation and Visual Effects	Animation and Visual Effects	Animation and Visual Effects	Animation and Visual Effects
Principles of Animation	Principles of Animation	Principles of Animation	Principles of Animation
Character Sculpture 1	Character Sculpture 1	Character Sculpture 1	Character Sculpture 1
LAB	LAB	LAB	LAB
TERM 3	TERM 3	TERM 3	TERM 3
Surface Modeling	Character Animation 1 Fundamentals	Dynamic Effects 1	Surface Modeling
Hard Surface Modeling 2	Previsualization and Animatics	Previsualization and Animatics	Hard Surface Modeling 2
Lighting and Rendering with Mental Ray	Lighting and Rendering with Mental Ray	Lighting and Rendering with Mental Ray	Lighting and Rendering with Mental Ray
Digital Sculpting	Timing for Animation	Rotoscoping	Digital Sculpting
Character Design	Character Design	Cloth Hair and Fur	Previsualization and Animatics
Anatomy	Gesture Drawing	Motion Graphics	Anatomy
		VFX Design	
LAB	LAB	LAB	LAB
TERM 4	TERM 4	TERM 4	TERM 4
Character Modeling and Sculpting	Character Animation 2 Body Mechanics	Dynamic Effects 2	Character Modeling and Sculpting
Lighting and Rendering with Vray	Lighting and Rendering with Vray	Lighting and Rendering with Vray	Lighting and Rendering with Vray
Art of Compositing	Art of Compositing	Art of Compositing	Art of Compositing
Hard Surface Texturing and Shading	Improvisational Acting	Hard Surface Texturing and Shading	Hard Surface Texturing and Shading
Character Sculpture 2	Zoological Drawing	Digital Photography	Digital Photography
Visual Structure	Visual Structure	Visual Structure	Visual Structure
LAB	LAB	LAB	LAB
TERM 5	TERM 5	TERM 5	TERM 5
Creature Modeling and Sculpting	Character Animation 3 Acting and Performance	Dynamic Effects 3	Character Animation 1 Fundamentals
Character Kinematics	Character Kinematics	Character Kinematics	Character Kinematics
Character Texturing and Shading	Creature Animation 1	Commercial Production Techniques	Look Development
Look Development	HD Digital Filmmaking for VFX	HD Digital Filmmaking for VFX	HD Digital Filmmaking for VFX
Expression and Scripting	Expression and Scripting	Expression and Scripting	Expression and Scripting
Advanced Compositing	Advanced Compositing	Advanced Compositing	Advanced Compositing
LAB	LAB	LAB	LAB
TERM 6	TERM 6	TERM 6	TERM 6
Character Creation for Games	Character Animation 4 Facial Animation	Dynamic Effects 4	Dynamic Effects 1
Character Skinning	Character Skinning	Character Skinning	Character Skinning
Cinematography for Visual Effects	Cinematography for Visual Effects	Cinematography for Visual Effects	Cinematography for Visual Effects
Environment Creation for Games	Matchmoving and Integration	Matchmoving and Integration	Matchmoving and Integration
Digital Sets	Creature Animation 2	Digital Sets	Digital Sets or Environment Creation for Games
Environment Design	Character Development	Scripting for Production	Scripting for Production
LAB	LAB	LAB	LAB
Term 7	Term 7	Term 7	Term 7
Demo Reel (6 Credits)	Demo Reel (6 Credits)	Demo Reel (6 Credits)	Demo Reel (6 Credits)
Career Realities	Career Realities	Career Realities	Career Realities
Unreal	Animation for Games	Introduction to Houdini or FX for Games 1	Dynamics Effects 2 or Character Animation 2
Facial Rigging	Story Development	Digital Matte Painting	Digital Matte Painting
LAB	LAB	LAB	LAB
Term 8	Term 8	Term 8	Term 8
Demo Reel (6 Credits)	Demo Reel (6 Credits)	Demo Reel (6 Credits)	Demo Reel (6 Credits)
Interview and Resume Workshop (5 week)	Interview and Resume Workshop (5 week)	Interview and Resume Workshop (5 week)	Interview and Resume Workshop (5 week)
Business of Production (5 week)	Business of Production (5 week)	Business of Production (5 week)	Business of Production (5 week)
Commercial Production Techniques	Motion Capture w/Motion Builder	Houdini Effects or FX for Games 2	Commercial Production Techniques
Cloth Hair and Fur (5 week)	Acting for Animators	2D Effects (After Effects Dynamics)	Cloth Hair and Fur (5 week)
Shave and a Haircut (5 week)			Shave and a Haircut (5 week)
LAB	LAB	LAB	LAB

GNOMON SCHOOL of VISUAL EFFECTS - (Entertainment Design and Digital Production Program)

MODELING AND TEXTURING	CHARACTER ANIMATION	ANIMATION VISUAL EFFECTS	GENERALIST
TERM 1	TERM 1	TERM 1	TERM 1
Photoshop for Digital Production	Photoshop for Digital Production	Photoshop for Digital Production	Photoshop for Digital Production
Figure Drawing	Figure Drawing	Figure Drawing	Figure Drawing
Overview of Film and Game Production	Overview of Film and Game Production	Overview of Film and Game Production	Overview of Film and Game Production
Perspective	Perspective	Perspective	Perspective
Viscom Communications 1	Viscom Communications 1	Viscom Communications 1	Viscom Communications 1
Art History 1	Art History 1	Art History 1	Art History 1
Lab	Lab	Lab	Lab
TERM 2	TERM 2	TERM 2	TERM 2
Viscom Communications 2	Viscom Communications 2	Viscom Communications 2	Viscom Communications 2
Anatomy	Anatomy	Anatomy	Anatomy
Costumed Figure Drawing	Costumed Figure Drawing	Costumed Figure Drawing	Costumed Figure Drawing
Graphic Design	Graphic Design	Graphic Design	Graphic Design
Character Sculpture 1	Character Sculpture 1	Character Sculpture 1	Character Sculpture 1
Art History 2	Art History 2	Art History 2	Art History 2
Lab	Lab	Lab	Lab
TERM 3	TERM 3	TERM 3	TERM 3
Zoological Drawing	Zoological Drawing	Zoological Drawing	Zoological Drawing
Storyboarding	Storyboarding	Storyboarding	Storyboarding
Character Design	Character Design	Character Design	Character Design
Product Design	Product Design	Product Design	Product Design
Color Theory and Light	Color Theory and Light	Color Theory and Light	Color Theory and Light
Design History	Design History	Design History	Design History
Lab	Lab	Lab	Lab
TERM 4	TERM 4	TERM 4	TERM 4
Digital Painting	Digital Painting	Digital Painting	Digital Painting
Creature Design	Creature Design	Creature Design	Creature Design
Environment Design	Environment Design	Environment Design	Environment Design
Vehicle Design	Vehicle Design	Vehicle Design	Vehicle Design
Character Sculpture 2	Character Sculpture 2	Character Sculpture 2	Character Sculpture 2
Film History	Film History	Film History	Film History
Lab	Lab	Lab	Lab
TERM 5	TERM 5	TERM 5	TERM 5
Introduction to Maya	Introduction to Maya	Introduction to Maya	Introduction to Maya
Introduction to Compositing	Introduction to Compositing	Introduction to Compositing	Introduction to Compositing
Texture and Shading 1	Texture and Shading 1	Texture and Shading 1	Texture and Shading 1
Adv Character Design	Adv Character Design	Adv Character Design	Adv Character Design
Adv Digital Painting	Adv Digital Painting	Adv Digital Painting	Adv Digital Painting
History and Principles of VFX	History and Principles of VFX	History and Principles of VFX	History and Principles of VFX
LAB	LAB	LAB	LAB
TERM 6	TERM 6	TERM 6	TERM 6
Hard Surface Modeling 1	Hard Surface Modeling 1	Hard Surface Modeling 1	Hard Surface Modeling 1
Motion Graphics	Motion Graphics	Motion Graphics	Motion Graphics
Texture and Shading 2	Texture and Shading 2	Texture and Shading 2	Texture and Shading 2
Animation and Visual Effects	Animation and Visual Effects	Animation and Visual Effects	Animation and Visual Effects
Principles of Animation	Principles of Animation	Principles of Animation	Principles of Animation
Gesture Drawing	Gesture Drawing	Gesture Drawing	Gesture Drawing
LAB	LAB	LAB	LAB
TERM 7	TERM 7	TERM 7	TERM 7
Surface Modeling	Character Animation 1 Fundamentals	Dynamic Effects 1	Surface Modeling
Hard Surface Modeling 2	Previsualization and Animatics	Previsualization and Animatics	Hard Surface Modeling 2
Lighting and Rendering with Mental Ray	Lighting and Rendering with Mental Ray	Lighting and Rendering with Mental Ray	Lighting and Rendering with Mental Ray
Digital Sculpting	Timing for Animation	Digital Sculpting	Digital Sculpting
Character Sculpture 3	Character Sculpture 3	Cloth Hair and Fur	Previsualization and Animatics
Character Development	Character Development	Rotoscoping	Character Development
LAB	LAB	LAB	LAB
TERM 8	TERM 8	TERM 8	TERM 8
Character Modeling and Sculpting	Character Animation 2 Body Mechanics	Dynamic Effects 2	Character Modeling and Sculpting
Lighting and Rendering with Vray	Lighting and Rendering with Vray	Lighting and Rendering with Vray	Lighting and Rendering with Vray
Art of Compositing	Art of Compositing	Art of Compositing	Art of Compositing
Hard Surface Texturing and Shading	Improvational Acting	Hard Surface Texturing and Shading	Hard Surface Texturing and Shading
Digital Photography	Digital Photography	Digital Photography	Digital Photography
Visual Structure	Visual Structure	Visual Structure	Visual Structure
LAB	LAB	LAB	LAB
TERM 9	TERM 9	TERM 9	TERM 9
Creature Modeling and Sculpting	Character Animation 3 Acting and Performance	Dynamic Effects 3	Character Animation 1 Fundamentals
Character Kinematics	Character Kinematics	Character Kinematics	Character Kinematics
Look Development	Creature Animation 1	Commercial Production Techniques	Look Development
Character Texturing and Shading	HD Digital Filmmaking for VFX	HD Digital Filmmaking for VFX	HD Digital Filmmaking for VFX
Expression and Scripting	Expression and Scripting	Expression and Scripting	Expression and Scripting
Advanced Compositing	Advanced Compositing	Advanced Compositing	Advanced Compositing
LAB	LAB	LAB	LAB
TERM 10	TERM 10	TERM 10	TERM 10
Character Creation for Games	Character Animation 4 Facial Animation	Dynamic Effects 4	Dynamic Effects 1
Character Skinning	Character Skinning	Character Skinning	Character Skinning
Cinematography for Visual Effects	Cinematography for Visual Effects	Cinematography for Visual Effects	Cinematography for Visual Effects
Environment Creation for Games	Matchmoving and Integration	Matchmoving and Integration	Matchmoving and Integration
Digital Sets	Creature Animation 2	Digital Sets	Digital Sets or Environment Creation for Games
Scripting for Production	Scripting for Production	Scripting for Production	Scripting for Production
LAB	LAB	LAB	LAB
TERM 11	TERM 11	TERM 11	TERM 11
Demo Reel (6 Credits)	Demo Reel (6 Credits)	Demo Reel (6 Credits)	Demo Reel (6 Credits)
Career Realities	Career Realities	Career Realities	Career Realities
Unreal	Animation for Games	Introduction to Houdini or FX for Games 1	Dynamics Effects 2 or Character Animation 2
Facial Rigging	Story Development	Digital Matte Painting	Digital Matte Painting
LAB	LAB	LAB	LAB
TERM 12	TERM 12	TERM 12	TERM 12
Demo Reel (6 Credits)	Demo Reel (6 Credits)	Demo Reel (6 Credits)	Demo Reel (6 Credits)
Interview and Resume Workshop (5 week)	Interview and Resume Workshop (5 week)	Interview and Resume Workshop (5 week)	Interview and Resume Workshop (5 week)
Business of Production (5 week)	Business of Production (5 week)	Business of Production (5 week)	Business of Production (5 week)
Commercial Production Techniques	Motion Capture w/Motion Builder	Houdini Effects or FX for Games 2	Commercial Production Techniques
Cloth Hair and Fur (5 week)	Acting for Animators	2D Effects (After Effects Dynamics)	Cloth Hair and Fur (5 week)
Shave and a Haircut (5 week)			Shave and a Haircut (5 week)
LAB	LAB	LAB	LAB

Financial Aid Programs

Financial aid is made up of a number of different types of federal program sources. A brief description of each category follows.

FEDERAL PROGRAMS

Federal Pell Grant - Undergraduate only

This is a federal grant based on financial need, cost of attendance, and student enrollment status. Pell Grants range in value from \$304 to \$5,350 per academic year (2009-2010). Grant amounts are determined after the Financial Aid Office receives the results of the student's Free Application for Federal Student Aid (FAFSA). The FAFSA must be received before or while a student is enrolled. FAFSA results received after withdrawal or end a school year are void.

Federal Stafford Loans

The Federal Stafford Loan programs provide loans through lenders such as banks, credit unions, or savings and loan associations. Subsidized Stafford Loans are those for which the government pays the interest while a student is enrolled at least half-time (a minimum of six credit hours toward student's degree program) or in applicable loan deferment status. Unsubsidized Stafford Loans are those that are not need-based, and the student is responsible for paying the interest that accrues during in-school and deferment periods.

Interest rates vary, depending on Stafford Loan history and the date on which the loan is disbursed. For prior loans with variable interest, rates are set each June. For prior borrowers with outstanding loan balances, interest rates will be the same as for previous loans. For loans disbursed after July 1, 2009, interest rates are "fixed" at 5.6% for undergraduate Subsidized Loans, and 6.8% for undergraduate Unsubsidized Loans and all graduate Stafford Loans. Undergraduate students may borrow up to \$3,500 per year as freshmen, \$4,500 per year as sophomores and \$5,500 per year as juniors and seniors in Subsidized Stafford Loans. Graduate students may borrow up to \$8,500 per year in Subsidized Stafford Loans. (Actual loan amounts may be less, depending on individual student eligibility.) Repayment begins six months after the student graduates, withdraws, or drops below half-time attendance.

As of July 1, 2008, all students may borrow additional Unsubsidized Stafford Loans once subsidized limits are reached (and if otherwise eligible). The maximum amounts of unsubsidized loans that an **Independent undergraduates** can borrow are: freshmen or sophomores-\$6,000; juniors or seniors-\$7,000. **Dependent undergraduates** may borrow up to \$2000 in additional Unsubsidized Stafford Loans each year, regardless of grade level. These are maximums only; actual unsubsidized loan amounts are determined according to individual student eligibility.

*Stafford Loans are not awarded/packaged automatically by the Financial Aid Office. Students desiring Stafford Loan should contact the Financial Aid Office for additional information.

Federal Parent Loans for Undergraduate Students (PLUS)

PLUS loans are loans that are borrowed by parents on behalf of their dependent undergraduate students. This program gives parents with good credit histories an opportunity to borrow an amount each year that equals the student's cost of education minus any financial aid received (borrowing to meet Expected Family Contribution). The PLUS interest rate is variable but cannot exceed 9 percent (for loans disbursed on or after October 1, 1992). Interest rates are set each June. If a parent has an outstanding PLUS loan received prior to October 1992, the lender should be contacted for interest information. Loan proceeds must be endorsed by the parent(s) and returned to Gallaudet for payment toward charges. For loans first disbursed after July 1, 2008, parents may defer repayment on a PLUS loan until 6 months after the student ceases to be enrolled at least half-time (6 credits). Parents may opt to pay accruing interest monthly or quarterly, or allow interest to be capitalized quarterly.

PLUS borrowers may use the Gnomon Virtual Financial Aid Office website to select a lender, and complete the Federal Parent PLUS Master Promissory Note (MPN). Parents may request a paper MPN from their lender. (Loan funds will not be approved or disbursed by the lender without a signed promissory note).

*PLUS loans are not awarded/packaged automatically by the Financial Aid Office. Parents desiring a PLUS Loan should contact the Financial Aid Office for additional information.

Appendix #4

ACADEMIC CALENDAR

The School Calendar is **subject to change without notice**. Please refer to <http://www.gnomonschool.com/calendar.php>:

2011	Start Date	End Date	2012	Start Date	End Date	2013	Start Date	End Date
Winter	1/10/2011	3/20/2011	Winter	1/9/2012	3/18/2012	Winter	1/7/2013	3/17/2013
Spring	4/4/2011	6/12/2011	Spring	4/2/2012	6/10/2012	Spring	4/1/2013	6/9/2013
Summer	6/27/2011	9/4/2011	Summer	6/25/2012	9/9/2012	Summer	6/24/2013	9/1/2013
Fall	9/19/2011	12/4/2011	Fall	9/24/2012	12/9/2012	Fall	9/27/2013	12/8/2013

INSTRUCTIONAL SCHEDULE

Training is offered Monday–Sunday, seven days a week. Occasionally class schedules may differ from the above schedule based on instructor availability. Class periods meet on the following schedules:

- 1st period 9:00 am–12:00 noon
- 2nd period 1:00 pm–4:00 pm
- 3rd period 4:00 pm–7:00 pm
- 4th period 7:00 pm–10:00 pm

CLASS HOUR/COURSE LENGTH

One class hour equals one class period of fifty minutes. To provide a comparison with other programs in other postsecondary schools, the course length is expressed in QUARTER credit units and weeks.

HOLIDAYS

Gnomon traditionally observes Easter, Thanksgiving and Christmas holidays. Notifications will be posted if any other holidays will be observed.

Appendix #5 – Directors and Staff Contact Information

CONTACT INFORMATION

President/CEO	Alex Alvarez	alex@gnomonschool.com
Vice President/CAO	Darrin Krumweide	darrin@gnomonschool.com
School Director/Dir. of Admin	Kristin Bierschbach	kristin@gnomonschool.com
Associate Director of Education	Max Dayan	max@gnomonschool.com
Director of Admissions	Brian Bradford	brian@gnomonschool.com
System Administrator	Anthony Almanzor	anthony@gnomonschool.com
Assistant Director of Administration	Alegria Castro	alegria@gnomonschool.com
Manager Placement & Alumni Relations	Shannon Wiggins	swiggins@gnomonschool.com
Financial Aid/Compliance Officer	Michelle McDaniels	michelle@gnomonschool.com
Accounting Assistant	Mark Bertuldo	mark@gnomonschool.com
Office Administrator	Paulli Weeks	paulli@gnomonschool.com
Admissions Coordinator	Shannon Keller	shannon@gnomonschool.com
Admissions Outreach Representative	Jason Mendoza	jason@gnomonschool.com
Designer	Eric Carl	ecarl@gnomonschool.com
Creative Advertising Administrator	Bob Ward	bob@gnomonschool.com

GNOMON DIRECTORS

Alex Alvarez, President/Founder

Education: Art Center College of Design and the University of Pennsylvania.

Work Experience: Alias/Wavefront (Applications Engineer). Partial Client List: Lightstorm Entertainment, Bad Robot.

Darrin Krumweide, CAO/Director, Education

Education: Art Center College of Design (Transportation and Industrial Design).

Work Experience: Alias/Wavefront (Applications Engineer), Kronos Digital (Senior Animator/Modeler). Partial Client List: Art Center College of Design, Warner Bros., Honda, Sega, and MCA/Universal.

Kristin Bierschbach, School Director

Education: Stephens College (Art History).

Work Experience: Art Center College of Design (Assistant Director of Special Programs).

Appendix #5 – Directors and Staff Contact Information

Max Dayan, Associate Director of Education

Education: Gnomon School of Visual Effects

Work Experience: Technicolor Interactive, Free Range 3d and Gentle Giant Studios

Eric Miller, Director of Technology / Gnomon Online

Education: Academy of Art (Fine Art). Gnomon School of Visual Effects (High-End Certificate Program).

Work Experience: Gnomon School of Visual Effects (System Administrator), Bank of America (Production, Project Specialist and Technical Consultant), Alias Wavefront (Freelance Maya character setup artist, FX artist, and Texture Painter).

Brian Bradford, Admissions, Director

Education: Orange Coast College,

Work Experience: Gnomon School of Visual Effects

GNOMON STAFF

Anthony Almanzor, System Administrator

Education: UCLA (Materials Science and Engineering).

Work Experience: Vitesse Semiconductor (System Administrator), Korean Air (System Administrator).

Mark Bertuldo, Accounting Assistant

Education: B.A., Computing in the Arts (music emphasis), University of California at San Diego.

Work Experience: Smashbox Studios and Quixote Studio Store

Eric Carl, Designer

Education: Vincennes University

Work Experience: TaigMarks Inc., Advertising and Public Relations, South Bend, IN

Alegría Castro, Assistant Director of Administration:

Education: Los Angeles City College, Pasadena City College.

Work Experience: Los Angeles Museum of Natural History, Art Center College of Design.

Shannon Keller, Admissions Representative

Education: M.F.A., New Genres, San Francisco Art Institute, B.F.A., Drawing, Pratt Institute, Brooklyn.

Appendix #5 – Directors and Staff Contact Information

Work Experience: Studio Coordinator, Polychrome

Michelle McDaniels, Financial Aid/Compliance

Education: B.S. Information Science, Avila University

Work Experience: Midas Consulting Group, Los Angeles, CA

Jason Mendoza, Admissions Outreach Representative

Education: Gnomon School of Visual Effects

Work Experience: Composer, dem-i-urge , 3d Artist, X1FX studios

Shannon Wiggins, Manager of Placement & Alumni Relations

Education: MFA TV/Film, Loyola Marymount, B.A. Mass Communications (TV/Film Production), University of Denver

Work Experience: Recruiting / HR Manager, Pixomondo. Roto/Paint Department Lead, Digital Domain. Roto/Paint Artist:

Industrial Light & Magic, Sony Pictures Imageworks and PDI Dreamworks

Bob Ward, Advertising Manager

Education: B.F.A, Illustration, Kendall College of Art and Design,

Work Experience: Longs Drugs, MowiWowi, TJ Maxx, Marshalls, Costco (Lead Designer, Packaging), CBS-Michigan

Affiliate (Courtroom Sketch Artist).

Paullina Weeks, Office Administrator / Administrative Coordinator

Education: Cleveland State University

Work Experience: The Hair Shop, Coast Business Centers

Appendix #6

GNOMON ADVISORY BOARD

Our Advisory Board is made up of respected and experienced industry professionals who commit their time and expertise to guiding the future development of Gnomon's curriculum and program direction. Board members participate in the development of Gnomon by reviewing course curriculums, critiquing student work and giving advice on critical decisions. Our Board includes the following people:

Jonathan Berube	Conceptual Artist and Matte Painting Supervisor, Blizzard Entertainment
Tom Bruno, Jr.	Sr. Character Animator, Digital Domain
Fausto de Martini	Cinematics Art Director, Blizzard Entertainment
Jack Fulmer	Lighting Supervisor, Rhythm & Hues
Javier Jimenez	Owner/Executive Producer of Motion Theory & Mirada
Robert Nederhorst	VFX Supervisor, Svengali FX
Neville Page	Concept Designer, Digital Domain
Lance Powell	Art Director, Electronic Arts LA
Sil van der Woerd	Creative Director, Digital Domain, Director of award-winning music video "White Swan"

Appendix #7

GNOMON FACULTY (cont'd)

GNOMON FACULTY

A primary determining factor in the quality of education at any institution is the faculty. Our location in the heart of the entertainment community and our commitment to providing instruction by production professionals, allows Gnomon's faculty to be made up of an extraordinary group of educators. Gnomon School of Visual Effects' instructors are experts in their field of training. All of our instructors are industry professionals with a minimum of three years of real-life production experience. They earn their living using the tools and techniques that they then pass on to our students. For detailed industry experience on Gnomon Instructors, please visit the following link: <http://www.gnomonschool.com/experience/instructors/index.php>

INSTRUCTOR NAME	INSTRUCTOR SINCE	DEGREES HELD / CONFERRING INSTITUTION	YEARS OF EXPERIENCE AT WORK OR IN CLASSROOM	GNOMON COURSES TAUGHT
FULLTIME FACULTY				
DeDecker, Mark	2010	B.F.A., Visual Communication, TV Production, Columbia College, Graduate, Gnomon: High-End Certificate	5	Character Modeling and Sculpting, Character for Games,
McClure, Stephen	1998	B.F.A., Fine Art, Art Center College of Design. B.F.A., Fine Art, The School of The Art Institute of Chicago.	13	Introduction to Maya, Texture Mapping 1, Digital Photography, HD Digital Filmmaking for VFX, Matchmoving and Integration
ADJUNCT FACULTY				
Adams, Andrea	2009	B.F.A., Illustration, Art Center College of Design., B.A., Studio Art/Art History, Wellesley College	20	Art History 1, Art History 2, Design History, Story Development, Film History, Color Theory and Light, Character Development and Design, Storyboarding
Aquirre, Raul	2010	The Art Institute of Southern California, The Laguna College of Art and Design	16	Principles of Animation, Timing for Animation
Alvarez, Alex	1997	4 years of college, Art Center College of Design, The University of Pennsylvania.	14	Lighting and Rendering 1, Lighting and Rendering 2, Demo Reel Lighting and Compositing, Demo Reel Character Construction and Design, Creature Modeling and Sculpting
Bean, Brett	2010	A.A., Animation, DigiPen Institute of Technology. A.A., Arts & Science Bellevue Community College	7	Character Design
Bond, Nancy	2010	B.F.A., Theatre Arts/ Music Major, Indiana University	35	Acting for Animators, Improvisational Acting

Appendix #7

GNOMON FACULTY (cont'd)

INSTRUCTOR NAME	INSTRUCTOR SINCE	DEGREES HELD / CONFERRING INSTITUTION	YEARS OF EXPERIENCE AT WORK OR IN CLASSROOM	GNOMON COURSES TAUGHT
Buendia, Alvaro,	2010	B.A. Computer Animation, International Academy of Design and Technology. Diploma, Vancouver Film School.	4	Creature Modeling and Sculpting
Bunnag, Charles	2009	Painting B.A., Illustration, California State University at Northridge	4	Digital Matte
Bourbeau, Travis			9	Overview of Film and Game Production, Interview and Resume Workshop
Brown, John	2002		15	Character Sculpture 1, Character Sculpture 2
Bosson, Jack	2009	Diploma Design, The Cooper Union, Fulbright Fellowship, Painting/Drawing, l'Ecole des Beaux Arts, Paris, France, M.F.A., Cornell University	35	Figure Drawing, Gesture Drawing, Anatomy Costumed Figure Drawing, Zoological Drawing
Campbell, Sue	2009	Character Animation, Sheridan College, B.A., Queens University,	16	Character Animation 1, Character Animation 2, Character Animation 3
Carl, Eric	2010	Attended, Vincennes University	9	Graphic Design
Clark, John	2004	B.A., History, Art & Theater, University of Central Florida	17	Dynamic Effects 1, Dynamic Effects 2, Dynamic Effects 3, Dynamic Effects 4, Demo Reel Effects
Cornwell, JC	2010	B.S. California Polytechnic State University-San Luis Obispo	8	Introduction to Maya
Dayan, Max	2010	Attended, IVY Tech, Graphic Design, IUPUI, Computer Science, Indiana University, Fine Art	3	Photoshop for Digital Production
Datz, Suzanne	2010	B.A., English Literature&Political Science, University of California at Los Angeles	18	Career Realities
de Jong, Marcel	1987	B.S., University of Texas, Art Center College of Design.	14	Introduction to Maya, Cloth, Hair and Fur
Diamant, Rich	2009	Attended University of the Arts	10	Character Creation for Games, Demo Reel Game Level 1, Demo Reel Game Level 2
Downing, Greg	2003	B.A. Sonoma State	8	Demo Reel Digital Sets, Photogrammetry

Appendix #7

GNOMON FACULTY (cont'd)

INSTRUCTOR NAME	INSTRUCTOR SINCE	DEGREES HELD / CONFERRING INSTITUTION	YEARS OF EXPERIENCE AT WORK OR IN CLASSROOM	GNOMON COURSES TAUGHT
Eckardt, Chris	2007	B.F.A., Computer Science/ Computer Animation, Washington State University., Attended University of California, Los Angeles, Anderson School of Business.	14	Texture Mapping 1, Photorealistic Rendering Techniques
Ellsworth, Kirstin	2010	PhD, Art History, Indiana University, B.A., English, Butler University	8	Art History 1, Art History 2, Design History
Engleman, Jeremy	2001	Fine Arts & Photography, University of Colorado, Denver.	12	Lighting and Rendering 1, Lighting and Rendering 2, Demo Reel Lighting and Compositing
Ferriz, Bruce	2009	M.A., Animation, Ecole Des Metiers De L'image (Ecoles Des Gobelins)	17	Animation for Games, Character Animation 1, Character Animation 2, Character Animation 3, Demo Reel Animation
Gebhart, Sam	2010	Savannah College of Art & Design	14	Digital Painting, Advanced Digital Painting
Ghariani, Slim	2010		10	Visual Effects for Games
Griffith, Kevin	2006	B.F.A., Illustration/History, University of Hartford, Graduate, Gnomon: High-End Certificate	7	Environment Creation for Games, Demo Reel Game Level 1, Demo Real Game Level 2
Hall, Martin	2004	M.F.A Film Production Loyola Marymount University, Loyola Law School, Loyola Marymount University, B.F.A Studio Arts, University of California, Davis, Gnomon School of Visual Effects	15	Introduction to Compositing, Art of Compositing, Advanced Compositing, Rotoscoping
Hannah, Mark	2000	B.S., Graphic Design, Oregon State University;, B.S., Transportation Design, Art Center College of Design.	10	Perspective, Visual Communications 1, Visual Communications 2, Product Design, Vehicle Design
Hogarth, Michael	2008	B.F.A., Fine Art, School of Visual Arts.	7	Figure Drawing
Hood, John		B.A., Liberal Studies, University of Central Florida,	12	Demo Reel Rigging for Animation, Character Kinematics, Python
Hu, Charles	2009	B.A., Art Center College of Design	5	Figure Drawing, Anatomy

Appendix #7

GNOMON FACULTY (cont'd)

INSTRUCTOR NAME	INSTRUCTOR SINCE	DEGREES HELD / CONFERRING INSTITUTION	YEARS OF EXPERIENCE AT WORK OR IN CLASSROOM	GNOMON COURSES TAUGHT
Hudson, Kevin	1999	B.A., Motion Pictures/Television Production, University of California, Los Angeles	15	Hard Surface Modeling 1, Character Modeling and Sculpting
Ingersoll, Tim		Attending California Institute of the Arts, Character Animation	24	Character Animation 1
Kelts, Andy	2010	B.A., Western Michigan University	4	Introduction to Maya
Kim, Dave	2010	California State University-Northridge, Gnomon School of Visual Effects	4	Introduction to Maya
Kirshbaum, Chris	2007	B.A., Fine Arts, Arizona State University, A.A., California Institute of the Arts	7	Character Animation 1, Character Animation 2
Keller, Eric		B.A., Florida State,	12	Digital Sculpting
Krumweide, Darrin	1997	B.S., Industrial Design, Art Center College of Design.	17	Hard Surface Modeling 1, Hard Surface Modeling 2, Surface Modeling, Demo Reel Personal Project, Demo Reel Props
Ly, Hong	2002	Art Center College of Design	11	Creature Design, Environment Design
Mahoney, John	2004	B.F.A., Illustration, Pratt Institute. Art Center College of Design, New York University, University of California, Los Angeles.	12	Creative Life Drawing
Marantz, Jared	2006	B.F.A., Art Center College of Design.	6	Creature Design, Environment Design
Martin, Hugo	2007	B.F.A., Illustration, Pratt Institute;, B.S., Transportation Design, Art Center College of Design	5	Digital Painting, Advanced Digital Painting
Miller, Eric	2002	A.A. Academy of Art, Graduate, Gnomon: High-End Certificate	8	Hard Surface Texture and Shading, Introduction to Bodypaint, Character Texturing and Shading
Moghadam, Shawn	2010	Art Center College of Design	5	Vehicle Design
Naporowski, Maks	2008	B.A. Philosophy, Art, Psychology, McMaster University, Digital Animation, Seneca College of Applied Arts & Technology	13	Character Kinematics, Character Skinning

Appendix #7

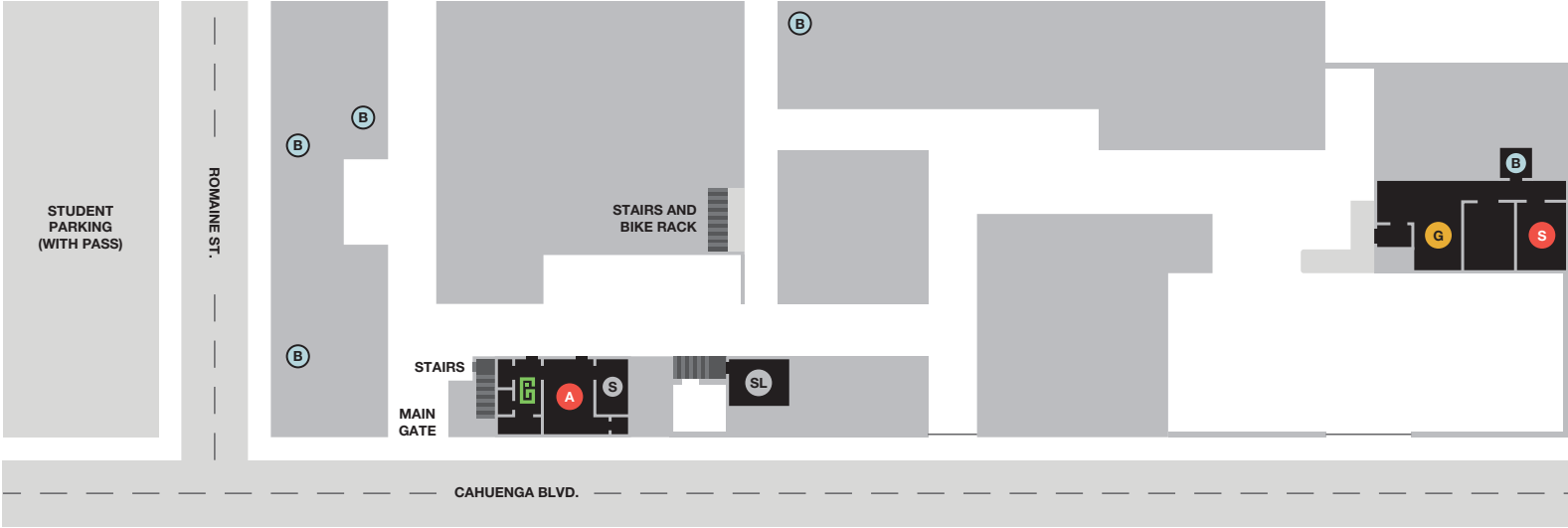
GNOMON FACULTY (cont'd)

INSTRUCTOR NAME	INSTRUCTOR SINCE	DEGREES HELD / CONFERRING INSTITUTION	YEARS OF EXPERIENCE AT WORK OR IN CLASSROOM	GNOMON COURSES TAUGHT
Ortiz, Axel	2006	B.F.A., Art Center College of Design	11	Character Design
Parenteau, John	2010	B.A., Motion Pictures/Television Production, University of Southern California	18	Cinematography for Visual Effects, Basics of Filmmaking
Pastrana, Robert	2010	B.F.A., Illustration, Art Center College of Design	14	Perspective, Color Theory and Light
Pohl, Brian	2010	B.S., Broadcast Design, Oral Roberts University	10	Previsulization and Animatics
Raghavachary, Saty	2001	B.S., M.S., PhD M.S., Materials Science, Computer Graphics, Manufacturing, Engineering, Biochemistry, Ohio State University	18	Expression and Scripting, Python MEL Rigging IK and MEL for Production
Ruppel, Robb	2009	Art Center College of Design	24	Character Design, Environment Design, Creature Design,
Shindell, Jay	2010	B.A., Cinema, University of Southern California	20	Rotoscoping
Silva, Edgar	2010	B.F.A., Illustration, Art Center College of Design	4	Figure Painting
Schoneveld, David	2005	B.A., Integrated Art, Pennsylvania State University, B.S., Computer Animation, Ex' pressions Center for New Media.	8	Dynamic Effects 1, Dynamic Effects 2, Dynamic Effects 3, Dynamic Effects 4, Demo Reel Effects
Thombs, Bryan	2010		16	Texture Mapping 1,
Vargas, Steve	2009	B.A., English Literature, San Jose State Grad work at University of California at Berkeley	14	Dynamic Effects 1, Dynamic Effects 2, Dynamic Effects 3, Dynamic Effects 4
Velasco, Ron	2009	B.F.A., Illustration, Art Center College of Design	6	Head Drawing

Gnomon School of Visual Effects / Map

- L1 Lab 1
- L2 Lab 2
- L3 Lab 3
- L4 Lab 4
- L5 Lab 5
- S Sculpture
- D Drawing
- LE Lecture
- A Auditorium
- G Front Office
- SL Student Lounge
- S Store
- T Lab Tech
- K Kitchen
- G Gnomon Gallery
- B Bathroom

First Floor



Second Floor

