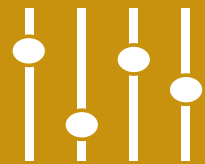




Make Music and Sound Your Business

COLLEGE CATALOG

APRIL 1, 2015 - JUNE 1, 2015
SPRING EDITION



Main School
1000 S Fremont Ave.
Building A-11 STE 11010
Alhambra, CA 91803
(626)284-0050

www.pinnaclecollege.edu

Branch School
1050 White Rock Rd. Suite 150,
Rancho Cordova, CA 95670
(916)366-3431

CONTENTS

ABOUT PINNACLE COLLEGE	7
PINNACLE COLLEGE – HISTORY/PRINCIPALS	7
MISSION STATEMENT	7
PINNACLE COLLEGE FACILITIES	8
LOS ANGELES CAMPUS	8
SACRAMENTO CAMPUS	8
ADMISSIONS POLICIES AND REQUIREMENTS	10
THE ADMISSIONS PROCESS	10
ADMISSIONS REQUIREMENTS	10
RE-ENTERING STUDENTS	11
SCHOOL PERFORMANCE FACT SHEET (SPFS)	11
NON-DISCRIMINATION	11
STUDENT RIGHT TO EQUAL ACCESS ACCOMODATIONS	11
ESL	12
ENROLLMENT AGREEMENT	12
STRF	12
INTERNATIONAL STUDENTS	12
ADMISSIONS PROCESS	12
EMBASSY REQUIREMENTS	12
ARRIVING AT PORT OF ENTRY	13
DOCUMENTATION	13
TRANSFER INTO PINNACLE COLLEGE	13
CONTRACT TRAINING	13
VETERANS	13
HOUSING ASSISTANCE	14
STUDENT REFERRALS	14
PINNACLE COLLEGE PROGRAMS	16
MUSIC PRODUCTION RECORDING ARTS AAS PROGRAM	16
STATEMENT OF PURPOSE	16
TUITION & FEES	16
PROGRAM CREDITS, LENGTH & HOURS	17
COURSE BREAKDOWN	18
COURSE DESCRIPTION	19
PRO TOOLS CERTIFICATION COURSES AND EXAMINATION	24
STATEMENT OF PURPOSE	24
TUITION & FEES	24
PROGRAM CREDITS, LENGTH & HOURS	25
COURSE DESCRIPTION	25
PRO TOOLS CERTIFICATION AND EXAMINATION COURSES	26
ACADEMIC POLICIES	28
RESERVED RIGHTS	28
TEACHER STUDENT-RATIO	28
TRANSFER OF CREDITS	28

Make Music and Sound Your Business

WORK-EXPERIENCE BASED CREDITS	28
ACADEMIC BASED CREDITS	28
GRADUATE CREDIT TRANSFERS	29
TRANSFERS BETWEEN SESSIONS	29
CREDITS FOR ACADEMIC AND FINANCIAL AID PURPOSES	29
CLOCK HOUR/CREDIT CONVERSION	30
TUTORING	30
MINIMUM STANDARD FOR GRADUATION	30
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)	31
MINIMUM STANDARDS	31
DEFINITIONS	31
GRADING SCALE AND THE AFFECT OF GRADES ON SAP	32
HOW TRANSFER CREDIT AND CHANGE OF PROGRAM AFFECT SAP	32
SCHOOL TO SCHOOL TRANSFER	33
COURSE REPEATS (RPT)	33
MILITARY LEAVE OF ABSENCE	33
WITHDRAWAL (W)	33
NOT ATTEMPTED (NA)	34
EVALUATION	34
SATISFACTORY ACADEMIC PROGRESS AFFECTS FINANCIAL AID	34
FINANCIAL AID RECIEPENTS	34
WHEN A STUDENT DOES NOT "MAKE SAP"	34
FINANCIAL AID WARNING	34
FINANCIAL AID DISQUALIFICATION	34
STUDENT NOTIFICATION	35
STUDENT FINANCIAL AID APPEALS	35
REGAINING ELIGIBILITY AFTER PAYMENT PERIOD OF INELIGIBILITY	35
SCHOOL POLICIES	37
ATTENDANCE	37
TARDINESS AND EARLY DEPARTURES	37
MAKE-UP WORK	37
MAKE-UP ATTENDANCE	37
ACADEMIC PROBATION	37
SAP DISMISSAL AND APPEAL	38
GRADE CALCULATION	38
ACHIEVING A PASSING GRADE	38
GRADE APPEAL	39
MILITARY LEAVE OF ABSENCE	39
RETURNING FROM OR FAILING TO RETURN FROM A MILITARY LEAVE OF ABSENCE	39
STUDENT SERVICES	40
CAREER CENTER	40
STUDENT LOUNGE	40
FINANCIAL AID	40
ORIENTATION	40
SCHOLARSHIPS	40
STUDENT ACCOUNTS	40
STUDENT RECORDS	40

STUDENT CONDUCT	41
STUDENT CONDUCT DISMISSAL	41
COPYRIGHT & COMPUTER USE	41
COMPUTER USE POLICY	41
COPYRIGHT POLICY	42
VIOLATION OF INTERNET USAGE POLICIES	42
PEER-TO-PEER FILE SHARING POLICY	43
PERSONNEL	43
PROHIBITED ACTIVITY	43
PREVENTING UNAUTHORIZED P2P FILE SHARING	43
SUPERVISION OF POLICY	44
DISCIPLINARY ACTION	44
LEGAL ALTERNATIVES FOR DOWNLOADING OR OTHERWISE ACQUIRING COPYWRITED MATERIAL	44
STUDENT RECORDS/TRANSCRIPTS	44
TAPING	45
LIBRARY	45
DISTANCE EDUCATION/ONLINE LEARNING	45
TECHNOLOGY REQUIREMENT FOR DISTANCE EDUCATION	45
PRIVACY	46
PAYMENT PLANS	49
INSTALLMENT NOTES	49
PAYMENT PERIODS	49
PRO TOOLS CERTIFICATION COURSES AND EXAMS	50
RETURNED CHECKS AND LATE PAYMENTS	50
STUDENT PAYMENTS	50
REFUND POLICIES	50
CANCELLATION OF AGREEMENT	50
WITHDRAWAL OR TERMINATION	50
RETURN OF TITLE IV FUNDS	52
STUDENT TUITION RECOVERY FUND (STRF)	53
ACADEMIC ASSESSMENT	53
DOCUMENTATION	53
TRANSFER OUT OF PINNACLE COLLEGE	54
GRIEVANCE POLICY	54
ACKNOWLEDGEMENTS	56
FINANCIAL AID	56
INTRODUCTION	56
ESTABLISHING ELIGIBILITY	56
APPLYING FOR FINANCIAL AID	56
FINANCIAL AID CONSUMER INFORMATION	57
MAINTAINING FINANCIAL AID ELIGIBILITY	57
FINANCIAL AID AND SAP	57
SUMMARY OF LOANS AND GRANTS	57
CONTACT INFORMATION	58
WHAT WILL THE STUDENT'S EXPENSES BE?	58
COMMON FINANCIAL AID ABBREVIATIONS	58

Make Music and Sound Your Business

AVAILABLE PROGRAMS	58
FEDERAL PELL GRANT	58
FEDERAL DIRECT STAFFORD LOAN PROGRAM	58
FEDERAL DIRECT PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS)	59
CAMPUS BASED PROGRAMS	59
OTHER SOURCES OF STUDENT AID	59
BRIAN INGOLDSBY SCHOLARSHIP	59
HOW TO APPLY FOR FINANCIAL AID	59
DEPENDENT VS INDEPENDENT STUDENT	60
STUDENT ELIGIBILITY REQUIREMENTS	60
FINANCIAL AID ELIGIBILITY DETERMINATION	60
CRITERIA FOR SELECTING APPLICANTS	60
FINANCIAL AID AWARD DETERMINATION	60
STUDENT LOAN COUNSELING	60
FEDERAL STUDENT AID (FSA) STUDENT LOAN OMBUDSMAN	61
PAYMENT PROCEDURE	61
VERIFICATION	61
STUDENT FINANCIAL AID- VERIFICATION POLICIES AND PROCEDURES	61
UNUSUAL ENROLLMENT HISTORY FLAG - "C" CODE ON THE ISIR	62
UEH FLAG VALUES:	63
EMPLOYMENT STATISTICS	66
CRIME AWARENESS AND CAMPUS SECURITY PROGRAM	66
REFERRALS FOR FRAUD AND CRIMINAL ACTIVITY	66
CONSUMER INFORMATION	68
DRUG AND ALCOHOL ABUSE PROGRAM	68
DRUG PREVENTION PROGRAM	68
STANDARDS OF CONDUCT	68
INSTITUTIONAL SANCTIONS	68
LEGAL SANCTIONS (FEDERAL, STATE, AND LOCAL)	68
LOSS OF ELIGIBILITY	68
HEALTH RISKS ASSOCIATED WITH USE AND ABUSE	69
DRUG AND ALCOHOL CONSELING TREATMENT AVAILABILITY	69

About Pinnacle College™



Make Music and Sound Your Business



ABOUT PINNACLE COLLEGE

PINNACLE COLLEGE – HISTORY/PRINCIPALS

Pinnacle College (formerly known as Sound Master Recording Engineer School) was founded in North Hollywood, California in 1972 as the first of its kind anywhere in the United States: a school with a single focus of training students in the art and science of recording engineering. The founder, Brian Ingoldsby, was an accomplished audio engineer and music studio designer, in addition to serving as president of the American Broadcasting Company (ABC) Recording division until 1979. Among his long credits are gold and platinum records with Mick Jagger, Elton John, Cher, Neil Diamond, Olivia Newton-John, Eric Clapton, Neil Young, Alice Cooper, Frank Zappa and Joe Cocker. Brian Ingoldsby also invented and patented many audio units including the “Phasing” and “Doubling” devices.

In February 2005, Pinnacle College, a wholly-owned subsidiary of Pinnacle Education LLC, acquired Sound Master Recording Engineer School. The ownership of Pinnacle College has decades of experience in the administration of quality, career-focused colleges. Pinnacle College is committed to delivering instruction the “Sound Master Way,” with emphasis on practical, hands-on training anchored on comprehensive theory of sound and music.

On October 15, 2005 Pinnacle College moved the school from North Hollywood to Alhambra, California to a new custom-built, state-of-the-industry studio. Minutes from downtown LA, the university-style campus has ample parking, and is a gated facility which provides students a safe, learning environment.

On April 25, 2008, Pinnacle College was granted approval to re-name its Sacramento school, then known as Precision Technical Institute (PTI), to Pinnacle College and to designate its status as a branch of Pinnacle College of Alhambra.

In December 2008, Pinnacle College expanded the Sound Master Program to the newly custom designed Sacramento campus and, in January 2009, Pinnacle College moved the branch to Rancho Cordova, approximately 6 miles east of its location in Sacramento.

In 2009, Pinnacle College was approved by its accrediting agency to offer the Audio for Games and Interactive Media (GAIM) Occupational Associate Degree (OAD) program at its Alhambra campus. Subsequently, the name was changed to Video Game Sound Design (VGSD.)

Pinnacle College, a private institution, is accredited by Accrediting Council for Continuing Education and Training (ACCET).

Pinnacle College is approved as an authorized college by the Bureau for Private Postsecondary Education (BPPE).

Pinnacle College is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code. The main campus in Alhambra is also approved by the Department of Homeland Security’s Student Exchange Visitor Program (SEVIS) to provide I-20 for M-1 visas to eligible candidates.

MISSION STATEMENT

The mission of Pinnacle College is to provide practical training that will prepare graduates for entry level positions in the fields of audio engineering, multi-media, and technology. Pinnacle College will remain alert to occupational trends by researching and forming strategic partnerships with industry leaders, engineers, educators and government agencies. Additionally, Pinnacle College will continuously upgrade its curriculum, equipment and facility to reflect the needs of present and future employers. At Pinnacle College, we are committed to providing sound careers for creative minds.

Make Music and Sound Your Business



PINNACLE COLLEGE FACILITIES

Los Angeles Campus

The design of Pinnacle College's studios in Los Angeles incorporates decades of recording experience of engineers and educators. The facilities represent the latest thinking in sound recording studio design and are ever evolving to quickly respond to technological changes and advancements in the recording industry, enabling students to learn under real life conditions. The main facility is located at 1000 South Fremont Ave. Building A11 Lower Level, Alhambra, California 91803. The "classroom extension" is at 1000 South Fremont Ave, Building 7, Lower Level, Alhambra, California 91803.

Music Production Recording Arts

The facilities include two studio control rooms, two lecture rooms, studio maintenance room, a live room, a live sound auditorium (classroom extension) and a Pro Tools lab. The campus is equipped with digitally controlled consoles, Pro Tools LE /HD systems, Synch I/Os, and a great selection of outboard gear and software plug-ins that accommodate all professional recording needs. The main facility also has a studio suitable for all production & post-production projects such as sound design, scoring, ADR, Foley, MIDI, and is equipped for 5.1 surround mixing with a digital console built for the Pro Tools environment. The recording studios contain fully automated consoles designed for use in music or sound for film and video; an elaborate array of digital effects and processors, as well as SMPTE and MIDI synchronizers. The professional-size live room is designed and equipped to suit any of the clients' tracking needs and includes a diverse microphone collection.

Sacramento Campus

Pinnacle College of Sacramento is located at 11050 White Rock Road, Ste. 150, Rancho Cordova, California, 95670.

Like the facilities in Los Angeles, the Pinnacle College studios in Sacramento incorporate decades of recording experience of engineers and educators. The facilities represent the latest thinking in sound recording studio design and are ever evolving to quickly respond to technological changes and advancements in the recording industry, enabling students to learn under real life conditions.

Music Production Recording Arts

The campus has four studio spaces, two live rooms, one Foley room, and nine classrooms. The Sacramento campus is equipped with the latest digital technologies including Digidesign C-24 digital console, Audient ASP 8024 console the Deftones recorded on, Pro Tools HD and LE systems and outboard gear including Eventide, Lexicon, Tascam, Presonus, Roland, and Moog, to name a few. Like the Los Angeles campus, the Sacramento campus is equipped with a vast selection of software and effects including Reason, NI Complete, Antares Auto Tune, Melodyne, EZ Drummer, Cycling 74 and Waveshell plug-ins.

Make Music and Sound Your Business

Admissions Policies and Requirements



Make Music and Sound Your Business



ADMISSIONS POLICIES AND REQUIREMENTS

THE ADMISSIONS PROCESS

- Schedule an appointment to visit the college with an Admissions Representative
- Attend a meeting with an admissions associate to assess suitability for the program. The admissions associate will ask questions about the applicant's aptitude, interest and career goals
- Attend a tour of Pinnacle College's facilities
- Submit a completed preliminary application form
- Satisfactorily pass the entrance/admissions test proctored by Wonderlic. The timed Wonderlic test is administered either online or onsite. It can be taken in Pinnacle College facility or at home. However, tests performed offsite will be required to be retaken in Pinnacle College facility to ensure the integrity of test results. The online version is an eight (8) minute timed test. The minimum score to pass the test can be found in the following chart:

Program Minimum Score	
Wonderlic Online Music Production Recording Arts AAS Program	Score: 13
Wonderlic Print Music Production Recording Arts AAS Program	Score: 16

- If the admissions test is not passed, it may be taken again in one week. The test is valid for a maximum of 180 days. If applicant scores two (2) points below the minimum, the President may waive the minimum requirements but only after reviewing the student's application and the admissions notes and only after the applicant agrees to participate in a remedial program for one month, and to have his/her SAP monitoring accelerated for the first two months of the program
- Provide a copy of your government issued picture ID. The applicant must meet the minimum age requirement of 16

Admissions Requirements

- Provide a copy of the applicant's social security card
- Satisfactorily meet the high school completion:
 - If the applicant completed secondary education, the applicant must submit documentation, no later than thirty (30) days following the first day of classes, of any of the following:
 - A copy of the applicant's high school diploma or general educational development (G.E.D.) certificate OR
 - A copy of the applicant's high school proficiency exam certificate OR
 - A copy of the applicant's high school transcripts
 - Pinnacle College maintains strict standards for validating high school diplomas and GEDs. If a high school diploma cannot be validated to Pinnacle College's standards, Pinnacle College retains the right to not accept the high school diploma. The validation process may include contacting Pinnacle College and verifying attendance; determining the diploma isn't derived from a diploma mill or suspect high school; or with the applicant's consent, obtaining transcripts from Pinnacle College. Pinnacle College reserves the right to make the ultimate decision on the validity of the high school diploma or GED. An applicant may be denied admission to Pinnacle College if a high school diploma or GED cannot be validated
- Execute all enrollment documents including the Enrollment Agreement
- Submit a valid form of payment for the non-refundable registration fee of \$100.00
- Submit a valid form of payment for the non-refundable STRF fee (if applicable, refer to our STRF policy in this Catalog to determine if the applicant is eligible.) The STRF fees are as follows:

Music Production Recording Arts AAS Program	\$0
---	-----

Make Music and Sound Your Business

RE-ENTERING STUDENTS

Students who have previously attended Pinnacle College but did not graduate, and are returning within 364 days of their last date of attendance will be eligible to apply for reentry. Students must wait until the next available term start date and the student must submit a formal written statement to the academic department stating circumstances of the withdrawal have been resolved. Students planning to return to the institution are responsible for resolving any outstanding balance owed to the college prior to reentry. Students are required to meet before the Academic Review Committee, Financial Advisor and must complete Reentry Enrollment Addendum prior to being accepted. A student who has previously withdrawn or whose enrollment was terminated by the institution must reenter under current program curriculum, policies, pricing structure, and meet any other enrollment criteria.

Students requesting reentry must meet Satisfactory Academic Progress Standards. A student, who returns to the College after being a withdrawn student, will have their Satisfactory Academic Progress evaluated prior to their return. If a student returns during the same period of enrollment in which they left, the student returns to the same evaluation cycle and is evaluated at the end of that term. If a student returns in a new term, the end of the student's new term is now the evaluation period. From that point forward, the student will be evaluated at the intervals outlined in the Satisfactory Academic Progress (SAP) policy.

Students who have previously attended Pinnacle College but did not graduate, and are returning within 365 days of their last date of attendance are subject to all admission requirements in effect at the time of re-entry. All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry.

In addition, the student is responsible for resolving any outstanding balance owed to the college prior to reentry. A student who has previously withdrawn or whose enrollment was terminated by the institution must reenter under current program curriculum, policies, pricing structure, and meet any other enrollment criteria.

SCHOOL PERFORMANCE FACT SHEET (SPFS)

The applicant must be given a catalog or brochure and a School Performance Fact Sheet, which he/she is encouraged to review prior to signing an agreement. These documents contain important policies and performance data for this institution. This institution is required to have the applicant sign and date the information included in the school performance fact sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an agreement.

NON-DISCRIMINATION

Pinnacle College 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.

STUDENT RIGHT TO EQUAL ACCESS ACCOMMODATIONS

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (together, the "Disability Laws"), Pinnacle College prohibits discrimination against any qualified person with a disability. Pinnacle College provides accommodations to qualified students with disabilities. The Executive Director assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services programs and activities at Pinnacle College. Students who seek reasonable accommodations should notify the Executive Director of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Executive Director to allow time to gather necessary documentation. If a student believes he has been discriminated against or harassed because of a disability they should refer to the student grievance procedures section of the catalog.

For any questions, please contact the Disability Service Coordinator, Executive Director Kris Pedretti at 11050 White Rock Road Suite 150, Rancho Cordova CA 95670 at (916) 366-3431 or Executive Director Jessica Olivas at 1000 South Fremont Ave. Unit A-11 Building 14, Alhambra, CA 91803 at (626) 284-0050

Make Music and Sound Your Business

ESL

Pinnacle College does not provide English as a second language (ESL) instruction. Pinnacle College's programs assume a level of English and math proficiency and prospects whose competence in the English language is inadequate will not be able to benefit from the program and, therefore, will not be enrolled.

ENROLLMENT AGREEMENT

An enrollment agreement must be written in a language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student has the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

STRF

Students are responsible for pens, pencils, notebook, an external hard drive, and a scientific calculator. The registration fee and STRF fee, which are non-refundable, are due upon enrollment or may be submitted by the first day of class. Pinnacle College may offer, if applicable, a registration fee waiver for early enrollment, as described in consumer bulletins and other program notification mailings.

For American residents (citizens and eligible non-citizens), the tuition amount is payable within the program. If the student (or his/her parents, in case the student is a "dependent") is eligible for financial aid (loans and grants), most of the tuition will be covered leaving the student with a balance that has to be paid within the length of the program (14 months) in periodic installment payments.

INTERNATIONAL STUDENTS**ADMISSIONS PROCESS**

Pinnacle College is authorized to issue I-20 for M-1 Visa to eligible students. The steps are as follows:

- Fill out a Pinnacle College application form
- Read the school catalog (available at pinnaclecollege.edu) and schedule a phone call or a chat session with admissions office
- Schedule a Wonderlic online test. This test is used to determine math and English language proficiency (will be explained to prospects via email provided)
- If the prospective student passes the test, Pinnacle College will mail him/her an enrollment agreement. The prospective student needs to sign the enrollment agreement and submit the required documentation:
- Evidence of completion of high school or its equivalent
- Identification: driver's license or ID, and government issued social insurance forms
- Pay tuition: prospects must pay the first four months of tuition in advance. After 50% of the program has been offered, full payment of tuition balance is due. (Refer to school refund policy for details)
- Mail back: A copy of the enrollment agreement, signed by the school, will be mailed back to the enrolled student
- Once the above requirements are fulfilled, Pinnacle College will issue an I-20 for M-1 visa, which will be express mailed to the enrolled international student. This form contains a unique barcode, which will make movement through Port of Entry, and actions with the USCIS, much easier. The enrolled student must sign Page 1 of the I-20 (#11, Student Certification).

EMBASSY REQUIREMENTS

The prospective student needs to schedule an appointment with the American embassy for an interview. Depending on the country, this process may take weeks or months, so it must be scheduled weeks in advance of the planned enrollment date.

The American embassy will require the following prior to the date of the interview to grant an entry visa to the United States:

Make Music and Sound Your Business

- A valid passport
- An executed enrollment agreement: signed by the prospective student and Pinnacle College
- I-20 for M-1 visa
- Evidence of payment of visa application fee. The prospective student may get this information from the following web site: <https://www.fmjfee.com/index.jhtml> (visa application fee, I-901). The international student needs to print the receipt, and present it, along with all the other documents, at the time of his/her visa interview with the embassy
- Documentation of financial independence: The US government wants assurances that the prospective student will not be a burden on taxpayers. The prospective student needs to get a statement from his/her bank stating that he/she has the financial resources necessary to live in the United States for the duration of his/her stay here. Please fax or e-mail a scanned copy of this letter to Pinnacle College (admin@pinnaclecollege.edu) or fax to 626-234-4329

ARRIVING AT PORT OF ENTRY

When an international student arrives at a US Port of Entry, the Customs Officer will ask him/her to present the I-20, along with his/her passport and embassy document(s). The Customs Officer MUST stamp the I-20 AND attach an I-94 card to the visa. The student is required to allow Pinnacle College to photocopy these documents upon arrival. The admissions office will provide an emergency phone number where they can be reached at in case the help of Pinnacle College is required with the Customs Office.

The student must make their own transportation and housing arrangements. These services are not provided by Pinnacle College.

DOCUMENTATION

Pinnacle College is required by law to provide, on a timely basis, any change of international student status (failure to attend classes, etc.) via a SEVIS portal. It is extremely important that international students maintain daily communication with Pinnacle College.

TRANSFER INTO PINNACLE COLLEGE

International students who want to transfer into Pinnacle College from another college within the United States must demonstrate that they have the financial resources required for their education and to stay in the United States. Additionally, to be considered for transfer to Pinnacle College, students must:

- Currently be attending school full-time with a valid M-1 status;
- Intend to be a full-time student at Pinnacle College;
- Currently be attending a college that provides training in music production, recording arts, audio for film and video or have the same educational objectives as Pinnacle College;
- Apply for transfer no later than six months after attending the institution from which the student wishes to transfer

CONTRACT TRAINING

Pinnacle College may contract out with government agencies and employers for “contract training” when they are willing to enter an agreement with Pinnacle College to refer eligible students and to help fund their training, partially or completely. For additional information, please contact the admissions office.

VETERANS

Eligible veterans and dependents under the GI Bill must fill out the appropriate VA Forms. VA Form 22-1990 or VA Form 22-5490 are used for veterans and eligible dependents who have never used their benefits. VA Form 22-1995 or VA Form 22-5495 are to be used if the veteran or eligible dependents have previously used their benefits. Additionally, all veterans or eligible dependents are required to fill out an enrollment certification form, VA Form 22-1999. These forms can be found on line at <http://www.benefits>.

Make Music and Sound Your Business

va.gov/gibill/apply.asp. The Music Production Recording Arts- AAS program, offered at both campuses, is approved by the VA. The school has committed to adhere to the VA's "Principles of Excellence" program and has implemented the required actions. For more information on the Principles of Excellence please see the School Director, who is the school primary contact for all VA students.

HOUSING ASSISTANCE

Pinnacle College does not have dormitory facilities under its control. The school has no responsibility to find or assist a student in finding housing, however, upon a student's request, Pinnacle College of Los Angeles can provide direct or third party referrals to assist out-of-state students with their housing needs. There are apartments and/or rooms for rent within a five-mile radius of Pinnacle College starting between \$500.00 (room) and \$700.00 (studio apt). Please contact the admissions office for more information.

Upon request Pinnacle College of Sacramento will provide a list of apartments available within a five-mile radius of the Sacramento campus. Apartments range in price from approximately \$695.00 – \$1285.00 and up depending on location and desired amenities. Please contact the admissions office for more information.

STUDENT REFERRALS

Pinnacle College is proud of its record and, it appears, so are alumni. Current students, graduates, families and friends refer almost 25% of the students enrolled at the college. For additional information, please contact the admissions office.

Make Music and Sound Your Business

Programs



Make Music and Sound Your Business



PINNACLE COLLEGE PROGRAMS

Pinnacle College offers the following academic programs:

1. **MUSIC PRODUCTION RECORDING ARTS AAS PROGRAM**
2. **PRO TOOLS COURSES:**
 - a. **Pro Tools 101**
 - b. **Pro Tools 110**
 - c. **Pro Tools 201**
 - d. **Pro Tools 210MPRA PROGRAM**

1. MUSIC PRODUCTION RECORDING ARTS AAS PROGRAM (LOS ANGELES & SACRAMENTO)

STATEMENT OF PURPOSE

The Music Production Recording Arts AAS Program focuses on teaching modern music making and sound production. Content creation and modern production practices are the ultimate focal points of the program. Students in this program learn a wide variety of skills, building the strong foundation and practical ability needed to be able to record, compose, arrange, produce, and market professional audio content, on their own, or in collaboration with others. Upon completion of program, students are awarded an Associates of Applied Science (AAS) Degree degree in Music Production Recording Arts.

Students become familiar with fundamental practices including: recording, signal flow, acoustics and sound properties, they are exposed to modern production concepts, which allow them to develop as artists with a solid knowledge of current production methods. The skill sets students acquire in the program include: sequencing, synthesis and sampling, arranging and editing, scoring for picture, composing, instrumental and electronic music production, and advanced mixing and mastering.

Students engage in class projects throughout the program, which encourage technical mastery, individual artistic vision and originality. The culmination of the music production program is a student portfolio showcasing original content and ability to produce polished products. The various job titles the training prepares students for include, but are not limited to: Recording Engineer, Audio/Video Post Production Engineer, Assistant Engineer, Recordist, Audio Mixer, Sound Designer, Studio Assistant, and Maintenance Technician Assistant, Customer Support.

This program is Title IV eligible for those who qualify. Additional forms of accepted payment methods include cash, check, or credit card.

TUITION & FEES

Tuition	\$31,500.00
Registration (non-refundable)	\$100.00
STRF, if applicable (non-refundable)	\$0

Make Music and Sound Your Business

Optional Charges

Equipment Fee (MacBook Pro computer)	\$1200.00 (includes tax and recycle fee)
Pro Tools 101 Certification Course	Included
Pro Tools 101 Level Certification Exam	\$30.00
Pro Tools 110 Book	\$100.00 plus tax

Tuition covers the costs of instruction, equipment use and maintenance, parking fees, headphones and a multi-meter kit used in the Recording Studio Technology course. The equipment fee includes a MacBook Pro laptop computer that will be distributed to students once they have successfully completed their first term of instruction (approximately 10 weeks from their start date). The computer becomes the property of the student.

Students have the option of becoming Pro Tools 101 certified at the completion of the MPRA program. The tuition for the Pro Tools 101 certification course is included.

PROGRAM CREDITS, LENGTH & HOURS

Hours Per Day:	4.5 for Terms 1-2 and 5 hours for Terms 3-6
Days Per Week:	4
Instruction Days:	Monday-Thursday
Instruction Weeks:*	60
Instruction Hours:	1140
Academic Course Credits:	90
Financial Aid Quarter Credits:	90

Los Angeles Schedule:

Days:	9:30 AM - 2:00 PM Terms 1-2 9:30 AM - 2:30 PM Terms 3-6
Afternoon:	2:00 PM - 6:30 PM Terms 1-2 2:00 PM - 7:00 PM Terms 3-6
Evening:	5:30 PM - 10:00 PM Terms 1-2 5:30 PM - 10:30 PM Terms 3-6

Sacramento Schedule*:

Days:	9:00 AM - 1:30 PM Terms 1-2 9:00 AM - 2:00 PM Terms 3-6
Afternoon:	1:30 PM - 6:00 PM Terms 1-2 1:30 PM - 6:30 PM Terms 3-6
Evenings:	5:30 PM - 10:00 PM Terms 1-2 5:30 PM - 10:30 PM Terms 3-6

*Does not include 2 weeks of Winter Holiday

** Afternoon and evening classes are not available for all start dates

Make Music and Sound Your Business

COURSE BREAKDOWN

Course Code	Course Title	Lecture Hours	Lab Hours	Quarter Credits
AFUN120	Audio Fundamentals	30	0	3
RCON120	Recording Concepts	30	20	4
DAW120	Digital Audio Workstations	25	30	4
MTF240	Music Theory Fundamentals	40	0	4
EMUS230	Electronic Music Essentials	30	20	4
SPRO231	Studio Production I	25	30	4
POST231	Post Production Analysis	30	0	3
CTE110	Computer Technology Essentials	40	0	4
SNTH351	Synthesis I	30	20	4
SPRO342	Studio Production II	20	40	4
POST332	Post Production Sound Arts	15	30	3
SAB320	Survey of the Audio Business	40	0	4
SNTH462	Synthesis II	25	30	4
SPRO463	Studio Production III	20	40	4
PROD451	Music Production Techniques	30	20	4
MBT430	Micro Business Technologies	30	0	3
PCF580	Professional Career Focus	20	30	3.5
PROD572	Music Production Techniques II	20	40	4
MIXW580	Mixing Workshop	20	30	3.5
PBM520	Personal Business and Marketing	40	0	4
POST673	Post Production Workshop	25	30	4
MAST690	Mastering and Finalization Practices	25	30	4
PORT690	Portfolio Workshop	15	40	3.5
WRTG630	Writing Workshop	35	0	3.5
	Total	1140 hours		90 units

Make Music and Sound Your Business

COURSE DESCRIPTION

AFUN120: Audio Fundamentals

Audio Fundamentals introduces students to the basics of both analog and digital recording practices. Through a series of lectures, and hands-on demonstrations, students learn core scientific concepts of sound, recording, and principles of audio technology that support all coursework in the program.

Prerequisite: None

RCON120: Recording Concepts

During the Music Theory Fundamentals course, students will acquire an appreciation for and a foundation in the fundamental Recording Concepts exposes students to basic recording theories and practices, preparing them to work in a professional recording studio setting. During the course students study the various technical frameworks of professional recording and audio production, applicable to any style and studio design while practicing critical listening skills.

Prerequisite: AFUN120

DAW120: Digital Audio Workstations

Software-based Digital Audio Workstations (DAWs) have become the main toolset of modern digital recording, audio design, and music production. The Digital Audio Workstations course presents a comprehensive overview of industry standard software tools. Using tools such as Avid Pro Tools, Apple Logic Pro, and Steinberg Cubase, students learn core concepts in DAW operation and gain thorough understanding in audio production and recording workflows. Lab work will aid the integration of conceptual practices in small, focused projects that develop facility and overall software knowledge.

Prerequisite: None

MTF240: Music Theory Fundamentals

During the Music Theory Fundamentals course students acquire an appreciation and a foundation in the fundamental elements of music theory. Through a series of lectures students are exposed to the principle components of music including the notation and semiology expressing pitch, dynamics, timbre, time, duration, rhythm, and tempo. Moreover, students learn the common structures of pitch-based hierarchies including diatonic major and minor scales, modes, chromatic, and unusual scales.

Prerequisite: None

CTE110: Computer Technology Essentials

This course introduces the essential computer and technology skills required of the modern day entrepreneur like file management, document creation, and essential software operation by thoroughly exploring the power of Microsoft Office's Word, Power point, and Excel applications.

Prerequisite: None

EMUS230: Electronic Music Essentials

Electronic Music has always enjoyed constant growth and popularity. Today, electronic music is featured in almost every musical genre. The Electronic Music Essentials course exposes students to core technologies and production methods for creating various forms of electronic music. Focusing on MIDI, sequencing, and sampling technology as technical and creative processes, students

Make Music and Sound Your Business

expand their knowledge of software tools for production, Composition, and arranging. Electronic Music Essentials allows students to dive deep into current industry trends and serves as a gateway towards other production courses in the program.

Prerequisite: None

SPRO231: Studio Production I

Studio Production I marks the beginning of a series of practical studio training courses that build on the science and theories taught earlier in the program. Through guided lab projects, students learn how to apply their core skills in a professional-grade recording environment. Project activities include operation of recording consoles, signal flow/routing, signal processing, critical listening, live recording and microphone techniques, and multitrack session preparation.

Prerequisite: RCON120, DAW120

POST231: Post Production Analysis

Post Production Analysis details procedures for film and video postproduction. Film/video production provides many opportunities for audio professionals to be part of the team. The course outlines industry standard audio jobs associated with visual media production while elaborating on the aesthetics and technical specifics of the industry. In addition to theory and application of post production practices students learn to develop a creative and critical outlook over visual themes and their influence over the post production workflow.

Prerequisite: None

SNTH351: Synthesis I

Synthesis is essential for building a solid understanding of sound manipulation. In practice, Synthesis is relevant to many areas of audio production including Sound design, music production, and Mixing. Most areas of modern music production involve concepts in sound design using various synthesis topologies. In this course, students use popular synthesizers and sonic sculpting tools as the while engaging in an in-depth look on designing original sounds using synthesis methods such as Subtractive, FM, sampling, and granular synthesis. Students learn to combine various tools, DSP software, and live source material to program sound patches and sound effects as used in modern music, emphasizing Electronic music styles, as well as developing the ability to create sonic soundscapes and ambiances for visual media post production.

Prerequisite: None

SPRO342: Studio Production II

Studio Production 2 continues the studio production course series with practical lab-centric workshops where students learn studio production more intimately through dedicated projects, mix analyses, and critical listening sessions. During the course, the students take part in typical studio production scenarios, recording live instruments and learning techniques for recording common instruments. Additionally, students learn advanced studio skills, preparing them for multitrack session operation within any studio setting, while emphasizing hybrid analog/digital configurations.

Prerequisite: SPRO231

Make Music and Sound Your Business

POST332: Post Production Sound Arts

Post Production Sound Arts elaborates on the audio tasks and jobs related to visual and interactive media. Audio Post Production requires the creation of audio assets that are both realistic and imaginary. Capturing environmental sounds and source material is an essential skill for any sound developer. Students will learn best practices for capturing various live sound environments and sources in both wild and synchronized to picture. Companion lab work includes extensive practice in recording wild sound sources in the studio and on location, synchronized Foley, as well as multi-track location-based sampling. Students will also learn best practices for asset management and editing techniques as well as engage in cutting edge technology for archiving sound resources and creating audio simulations.

Prerequisite: RCON120, DAW120

SAB320: Survey of the Audio Business

Survey of the Audio Business is a lecture-based course that takes a brief look at the history of audio related industries, the present state of these industries, and attempts to forecast the future of audio related fields and jobs. The course will examine the industries responsible for employing audio professionals including the record business, radio, film, television, and live performance as well as corporate production work or Industrials. The course will then explore burgeoning technologies impacting the audio market such as the Internet, audio for games, smart phone and tablet applications, and a host of other industries presenting opportunities for audio professionals.

Prerequisite: None

SNTH462: Synthesis II

Synthesis 2 builds on sound design concepts from earlier courses and allows students to strengthen skills of creative sound design for both music and sound production. As a case-study style course, students produce industry modeled sound pieces such as backgrounds (BGs), stingers, character sounds, and complete sound environments while examining advanced sound synthesis methods. Large-scale activities will include scoping, organizing, and producing original assets that go beyond reality and into the realm of the imagination.

Prerequisite: SNTH351

SPRO463: Studio Production III

Studio Production 3 concludes the studio series with advanced Studio operation where students engage in advanced studio production concepts, solidifying their knowledge through dedicated projects. Emphasizing on tracking and mixing, students take control over multiple studio scenarios from start to finish, working with live acoustic instruments and in combination with production elements such as audio loops, sequenced instruments etc. Students gain realistic experience with managing a session, advanced routing techniques, creative effects networks, side-chaining, parallel/serial fx networks for effects, Combo/Modular sessions managing sounds from different sources and interoperability working in and out of the box.

Prerequisite: SPRO342

PROD451: Music Production Techniques I

Music Production Techniques focuses on current music production workflows when software is the primary tool. Students work with software synthesizers, sampling tools, and our suite of instruments and plugins to integrate them into cohesive music projects. Students learn professional techniques to arrange, program, and mix their digital-based music by practicing advanced grid-based production styles.

Prerequisite: EMUS230, SNTH351

Make Music and Sound Your Business

MBT430: Micro Business Technologies

Micro-Business Technology introduces students to the fundamentals of web building through the exploration of the W3C XHTML standard as well as Cascading Style Sheets. Students will complete the course with a website capable of hosting their professional reel.

Prerequisite: None

PCF580: Professional Career Focus

Professional Career Focus gives students the opportunity to grow and develop as artists by concentrating in an area they are most passionate about and produce content. In this mentorship style course, students work in a real world inspired simulation of a large-scale music or sound production piece. Students create content using skills learned throughout the music production program and go through typical stages of production to deliver results. By doing so, students gain invaluable insight into the inner workings of production tasks and crucial experience creating content.

Prerequisite: None

PROD572: Music Production Techniques II

Music Production Techniques II is a portfolio-based course focusing on music content creation where students apply accumulated skills in production, Sound Design, and software use. Through a close look at industry relevant production styles, students practice the art behind the science of modern music creation. Led by the instructor, students learn professional workflows for music production that combine advanced studio techniques and advanced DAW-centric writing techniques with an emphasis on fast-paced master quality results.

Prerequisite: PROD451

MIXW580: Mixing Workshop

Mixing Workshop focuses on the art of music mixing. Students work exclusively on music sessions utilizing both outboard & in the box technology and configurations. Topics include building DSP networks, creative use of automation, performance based FX, advanced FX technologies, harmonic enhancement, Mid/Side techniques, remixing and mixdown delivery requirements. In addition to mixing in stereo, the class will also have the opportunity to mix in a surround sound environment.

Prerequisite: RCON120, DAW120

PBM520: Personal Business and Marketing

Personal Business and Marketing consists of a lecture series introducing students to the language and laws of personal business and the business of music. Students are introduced to resources and concepts involved the marketing and promotion of music, entertainment, and/or marketing & promoting themselves.

Prerequisite: None

POST673: Post Production Workshop

Post Production Workshop includes a series of guided special projects where students implement complete master quality 5.1 Surround audio soundtracks to visual media. The course takes students through the complete simulation of the audio post pipeline as they work with professional HD footage to record, produce, and mix sound and music to picture.

Prerequisite: POST231, POST32, MIXW580

Make Music and Sound Your Business

MAST690: Mastering and Finalization Practices

Mastering and Finalization Practices teaches best practices in audio mastering, and engages students through the study of hardware and software technologies commonly used in mastering. Students are introduced to industry trends and common file formats and techniques employed by mastering professionals. During dedicated lab workshops Lab students engage in mastering projects of different musical styles including student projects from previous courses.

Prerequisite: RCON120, DAW120

PORT690: Portfolio Workshop

Portfolio Workshop serves as the culminating event for students in the Music Production – Recording Arts AAS program. During this course, students pull from all they have learned to focus on a professional demo reel. Students review their digital portfolio work from past courses and collaborate with faculty and peers to develop a demo reel proposal. Once approved, the students begin pre-production, design, scope, and planning for a master demonstration. Lectures include advice and guidance on how to prepare and produce a final project, including how to combine polished projects onto a Portfolio DVD. Lab work involves guided development of materials under the supervision of faculty.

Prerequisite: None

WRTG630: Writing Workshop

Communication is a critical skill for modern day audio artists. The Writing Workshop is an exploration into the power of voice and narrative through writing. The course emphasizes effective use of source material through summary writing, and critical thinking and comprehension strategies through analytical writing. During the course, students will explore and respond to various written works, developing strategies for approaching style, and crafting effective communication through imitation and thoughtful analysis.

Prerequisite: None

2. PRO TOOLS CERTIFICATION COURSES AND EXAMINATION (Los Angeles and Sacramento)

STATEMENT OF PURPOSE

Pinnacle College is a certified AVID Learning Partner. Instructors who teach the AVID Pro Tools 101, 110, 201, 210M courses have been trained by an AVID certified trainer to instruct Pro Tools certification courses at Pinnacle College.

The training consists of a full curriculum to help students become proficient in operating Pro Tools in a fast-paced professional environment. Individual accelerated courses are offered to build a particular skill, or brush up on overall expertise, and work towards certification as a Pro Tools Operator. Students will gain industry-recognized skills and connect with peers who share similar interests and abilities.

TUITION & FEES

Pro Tools 101, including 1 certification exam	\$595.00
Pro Tools 110, including 1 certification exam	\$1195.00
Pro Tools 201, including 1 certification exam	\$1195.00
Pro Tools 210M, including 1 certification exam	\$1295.00

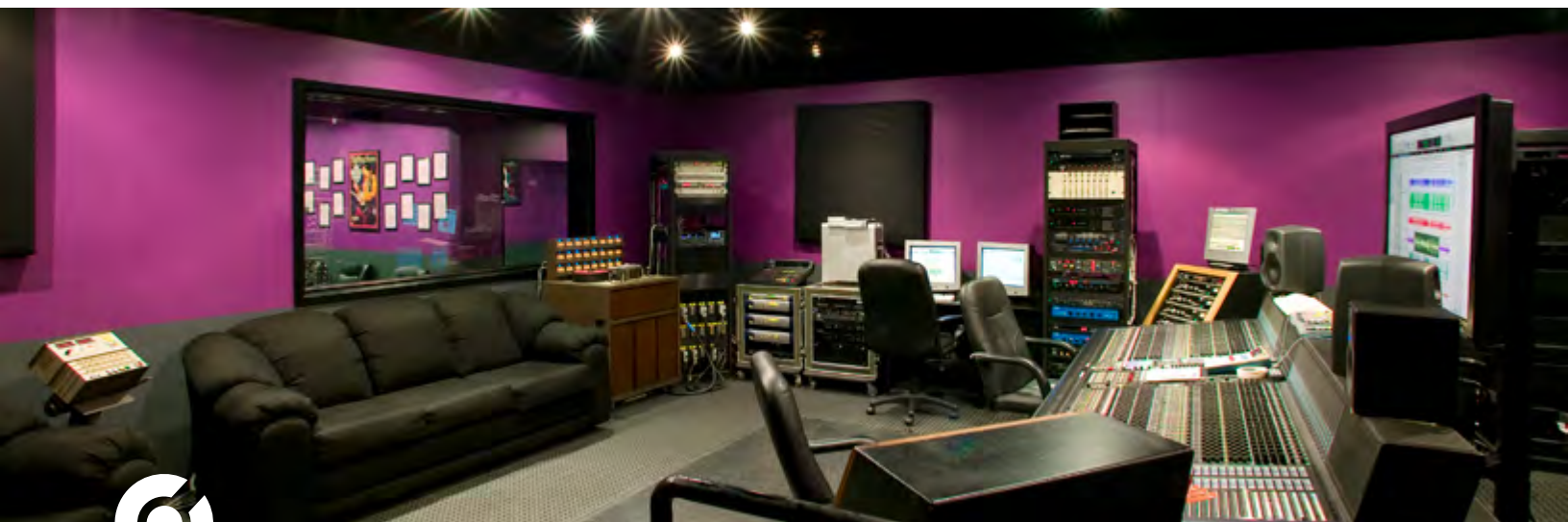
Fees:

Student Tuition Recovery Fund (\$.50 per \$1000)	\$0.50
Certification Exam Proctoring	\$100.00 per exam

Books and Materials

Pro Tools 101 Book	\$100.00 plus tax
Pro Tools 110 Book	\$100.00 plus tax
Pro Tools 110 DVD (Optional, but suggested)	\$56.20 plus tax
Pro Tools 201 Book	\$116.20 plus tax
Pro Tools 210M Book	\$131.20 plus tax

The tuition covers the costs of instruction, equipment use and maintenance, parking fees, and access to scheduled labs during enrollment. Students are responsible for book and materials, pens, pencil, notebook, and an external hard drive. The \$0.50 STRF fee (if applicable), which is non-refundable, is due on or before the first day of class. Tuition for Pro Tools courses is due on or before the first day of class. Pro Tools courses and Examination is not eligible for Financial Aid. Forms of accepted payment include cash, check, or credit card.



PROGRAM CREDITS, LENGTH & HOURS

	PT 101	PT 110	PT 201	PT 210M
Hours Per Day:	3-8 hours	3-8 hours	3-8 hours	3-8 hours
Days Per Week:	1-2	1-2	1-2	1-2
Instruction Days:*	Friday and Saturday	Friday and Saturday	Friday and Saturday	Friday and Saturday
Instruction Weeks:**	4	4	4	4
Instruction Hours:	24	30	20	30
Academic Course Credits	2	3	2	3
Financial Aid Credits:	N/A	N/A	N/A	N/A
Class Schedule *	Week 1 Week 2 Week 3 Week 4	Friday Evening Saturday Evening Saturday Evening Saturday Evening		6pm-9pm 9am-5pm 9am-5pm 9am-5pm

**Please contact admission for a schedule of start days for Pro Tools course*

COURSE DESCRIPTION

PT101: PRO TOOLS 101 INTRODUCTION TO PRO TOOLS CERTIFICATION COURSE

This course covers basic Pro Tools principles. It provides everything you need to complete a Pro Tools project-from initial set up to final mixdown. The course focuses on Pro Tools software and covers a multitude of new functions and feature enhancements. Whether your project involves recording live instruments, MIDI sequencing of software synthesizers, or audio editing or region looping, this course will give you the basic skills to succeed.

Prerequisite: Basic understanding of recording techniques, processes, and equipment.

PT110PRO TOOLS 110 INTRODUCTION TO PRO TOOLS PRODUCTION 1

This course provides a more detailed look at the Pro Tools system above and beyond the knowledge you gained in the Pro Tools 101 course. It covers all the key concepts and skills needed to operate a Pro Tools system at the User level. This course, along with the Pro Tools 101: An Introduction to Pro Tools, provides the foundation to Pro Tools User Certification and for the later 200-series of courses on Pro Tools music and post production.

Prerequisite: Pro Tools 101. Access to the 110 exam requires passing of Pro Tools 101 exam.

PT201: PRO TOOLS 201 INTRODUCTION TO PRO TOOLS 11

This course covers the core concepts and skills needed to operate a Pro Tools in a professional studio environment. The course continues to build on the fundamental concepts and topics covered in the Pro Tools 100-series of courses.

Prerequisite: Pro Tools 110. Access to the 201exam requires passing of Pro Tools 110 exam.

Make Music and Sound Your Business

PT210M: PRO TOOLS 210M MUSIC PRODUCTION TECHNIQUES

This course covers techniques for working with Pro Tools systems in a professional music production environment. Concepts and skills learned in Pro Tools 101, 110, and 201 are reinforced with practical music-specific examples. Access to the certification exam requires that previous exams have been passed.

Prerequisite: Pro Tools 201. Access to the 210 exam requires passing Pro Tools 201 exam.

PRO TOOLS CERTIFICATION AND EXAMINATION COURSES

Individuals who become certified in Pro Tools are recognized as being competent in their use of Pro Tools as evidenced by their ability to pass the AVID Pro Tools Examination.

Academic Policies



Make Music and Sound Your Business



ACADEMIC POLICIES

RESERVED RIGHTS

Pinnacle College reserves the right to change the requirements for admission or graduation; modify the staff; content or materials of courses; change tuition fees, class schedules, and any regulations affecting the student body; and consider extenuating circumstances related to individual application of the policies stated in the catalog. Also reserved is the right to cancel a course if there is insufficient enrollment. Such changes shall become effective on a date determined by the administration. Changes in tuition or length of course will not affect those students who are actively enrolled (unless the student desires otherwise). The school strives to meet the needs of the student and the business community. Periodic revisions of courses and programs are made to benefit the student in his/her job training.

TEACHER STUDENT-RATIO

The teacher-to-student ratio for the lecture and lab classes is a maximum of 1 teacher for every 20 students. The average teacher to student ratio in the lecture room and the lab is as follows:

Student Teacher Ratio	
MPRA	1:20
MPRA Online	1:40

TRANSFER OF CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits the students earn at Pinnacle College is at the complete discretion of an institution to which he/she seeks to transfer. Acceptance of the diploma the student earns in the Music Production program is also at the complete discretion of the institution to which the student seeks to transfer. If the credits or diploma the student earns at this institution are not accepted at the institution to which he/she seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason the student should make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which the student may seek to transfer after attending Pinnacle College to determine if the credits, diploma or certificate will transfer. Pinnacle College has not entered into an articulation or transfer agreement with any college or university.

Pinnacle College does not charge any fees for testing, evaluation, or granting transfer of credits. All transcripts must be provided prior to enrollment and prior to starting the program.

WORK-EXPERIENCE BASED CREDITS

The maximum number of credits that can be transferred in is no more than 25% of the total credits for the program in which the student wishes to enroll. An applicant who wishes to earn this credit must:

- Provide written documentation of work experience
- Pass with a score of 80% ("B") the challenge exam provided by Pinnacle College

The challenge exam will be given only once and must be successfully completed prior to enrollment. The results of the test are final and not subject to appeal.

If an applicant successfully passes the challenge exam, then the tuition will not be charged for the applicable course. Please consult with the Financial Aid Director for information on how this may impact your financial aid eligibility.

ACADEMIC BASED CREDITS

The maximum number of credits that can be transferred in is no more than 25% of the total credits for the program in which the student wishes to enroll. Pinnacle College considers as valid learning institutions:

Make Music and Sound Your Business

- Any institution that is listed in ACE's Center for Adult Learning and Education Credentials
- Any recognized credit-through-examination centers
- Any institution accredited by an agency recognized by either the US Department of Education or the Council for Higher Education Accreditation

An applicant who wishes to transfer in academic credits must:

- Provide transcripts from the institution she or he attended demonstrating that he or she has attained a minimum of "C" letter grade or its equivalent numeric value
- Provide one of the following: a catalog, syllabus, or outline of the course wishing to be transferred in that will assist the college in assessing the transcripts

The assessment will be based on the overall similarities between the course wishing to be transferred and the course offered at Pinnacle College. In the assessment process, the Program Director will use the following criteria to determine if a course is eligible for transfer.

- Course objectives
- Relevant theory taught
- Relevant hands on experience taught
- Relevant technology used to instruct the course

The final judgment will be based on the knowledge base the student received from taking the course as outlined in the syllabus and catalog provided, and the student's ability to benefit from the Pinnacle College program by transferring the course in.

After the Program Director assesses the transcripts, the Admissions Representative will notify the applicant whether the transcripts provided meet Pinnacle College's criteria. An applicant may appeal the decision by contacting the College Director in writing, who will make the final decision.

If Pinnacle College transfers in an applicant's credits, his/her tuition will be adjusted, on a pro-rata basis, up to a maximum of 25% of the tuition amount. Please consult with the Financial Aid Director for additional information on how this may impact your financial aid eligibility.

GRADUATE CREDIT TRANSFERS

Pinnacle College will make its official transcript and copy of its applicable school catalog available to other institutions at a student's request. However, all students are reminded that acceptance of Pinnacle College credits is purely at the discretion of the receiving institution. This means Pinnacle College has no control or influence on how receiving schools assess credits from outside institutions.

TRANSFERS BETWEEN SESSIONS

A student enrolled in the weekday program may, upon showing good cause, request to transfer to a different session (days, evenings). Please note that approval of such transfers is solely at the discretion of Pinnacle College and will be allowed only if the student will complete the program within the time and half period allotted (1 ½ times the length of the course) and that the transfer will not contradict Pinnacle College's attendance policy. Class transfers may be denied if the proposed class to which a student wishes to transfer is at capacity. In order to apply for a transfer, the student must demonstrate achievement of satisfactory academic progress (SAP).

CREDITS FOR ACADEMIC AND FINANCIAL AID PURPOSES

Pinnacle College calculates credits differently, for academic and financial aid purposes. For academic purposes, the conversion is as follows:

Make Music and Sound Your Business

10 lecture hours 1 Quarter Credit

20 lab hours: 1 Quarter Credit

30 externship* hours: 1 Quarter Credit

*At present, externship is not required for any of the courses offered by Pinnacle College.

For programs which are traditional quarter term:

- 1 term = 10 weeks = 12 credits
- Each term is made up of 3-4 classes, for a total of 12 credits

CLOCK HOUR/CREDIT CONVERSION

For financial aid purposes, the clock hour/credit conversion is uniform and is as follows:

For non-degree programs that are not acceptable for full credit towards a degree, the conversion is as follows:

- 25 Program Clock Hours (lecture or lab) equal 1 Quarter Credit Unit

TUTORING

When deemed necessary by the instructor, one-hour study sessions may be arranged for diverse learners. These sessions are at no extra cost to the student. Counseling to discuss grades and/or attendance is also available upon request.

MINIMUM STANDARD FOR GRADUATION

Upon completion of program, students are awarded an Associates of Applied Science (AAS) Degree degree in Music Production Recording Arts. Pro Tools certification is awarded when a student successfully completes the AVID Pro Tools certification exam. To be eligible for graduation, students must have met 80% cumulative attendance, passing grade of "C" or better in each course and the standards of Satisfactory Academic Progress.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All students must maintain satisfactory academic progress in order to remain enrolled at Pinnacle College. Additionally, the student must maintain satisfactory academic progress (SAP) in order to maintain eligibility to receive federal financial assistance.

Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's completion percentage toward completion of the academic program at the end of each term. In addition, students must complete his or her program within the maximum time allowed by Pinnacle College. All students must meet the following minimum standards of satisfactory academic progress (SAP):

MINIMUM STANDARDS

Certificate programs (less than one Academic Year in Length)

Evaluation Point	CGPA	Completion
		Percentage
Term 1	2	60%
Subsequent Terms	2	67%

Certificate programs (more than one Academic Year in Length)

Evaluation Point	CGPA	Completion
		Percentage
Term 1	2	60%
Subsequent Terms	2	67%
End of Term 3	2	60%

AAS programs

Evaluation Point	CGPA	Completion
		Percentage
Term 1	2	55%
End of Term 2	2	55%
End of Term 3	2	60%
Subsequent Terms	2	67%

DEFINITIONS

CGPA: Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered to be making satisfactory progress. CGPA is reviewed at the end of each term to determine if the student is maintaining acceptable CGPA. Once the student reaches a review point the minimum CGPA for that level must be maintained until the next level of review.

Completion Percentage/Pace: In addition to CGPA the student must maintain the minimum completion percentage requirement in order to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with determination of CGPA, the completion requirements will be reviewed at the end of each term to determine if the student is progressing satisfactorily. Completion percentage/pace is measured by dividing the number of credits earned by the number of credits attempted.

Make Music and Sound Your Business

Maximum Time in Which to Complete: A student is not allowed to attempt more than 1.5 times, or 150% of the number of credits in their program of study. The requirements for the completion percentage are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe. If at any time a student is determined to be unable to complete the program within 150% of the credits in his or her program, the student will be ineligible for Federal Student Aid (SFA) and may be terminated from the College.

GRADING SCALE AND THE AFFECT OF GRADES ON SAP

Grades that carry quality points are calculated in a student's grade point average (GPA) and the cumulative grade point average (CGPA). Grades that are included in credits attempted and/or credits earned are calculated in a student's completion percentage/pace (CP).

Letter Grade	Quality Points	Definition	Credits Earned	Credits Attempted
A	4.0	90-100%	Yes	Yes
B	3.0	80-89%	Yes	Yes
C	2.0	70-79%	Yes	Yes
D	1.0	60-69%	No	Yes
F	0.0	<60%	No	Yes
I	0.0	Incomplete	No	No
RPT	0.0	Repeat	No	Yes
W	0.0	Ceased Participating	No	Yes
N/A	0.0	Not Attempted	No	No
TC	0.0	Transfer Credits	Yes	Yes
WZ	0.0	Military Leave	No	Yes

HOW TRANSFER CREDIT AND CHANGE OF PROGRAM AFFECT SAP

Credits that have been transferred into the institution by the student are included in the completion percentage/pace calculation; however, the credits have no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of student. For example, a student transfers from institution 1 to institution 2. The student is able to transfer 30 credits earned at Institution 1 into a program at Institution 2. The program requires 180 credits to graduate. Thus, the maximum time frame for this student's new program at institution 2 will be $150\% \times 180 = 270$ credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and completion percentage is being calculated.

Students who change programs at Pinnacle College will be re-evaluated to determine which credits apply to the new program. The student's SAP status will be reset with an effective date of the program change and will be evaluated at the end of each completed term/payment period in the new program. If the student changes back to a program he/she was previously in, the student's SAP status will reflect the status of the original program.

Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point percentage but will be considered as credits attempted and earned in the maximum time frame and the completion percentage calculations. For example, a student transfers from program 1 to Program 2. The student is able to transfer 30 external credits and 10 credits in program 1 into program 2. Program 2 requires 180 credits to graduate. Thus the maximum timeframe for this student's

Make Music and Sound Your Business

new program will be $150\% \times 180 = 270$ credit. The 30 external transfer hours will be added to the attempted and earned hours and completion percentage are being calculated. The 10 credits earned in program 1 will be included in the average calculation as well as the maximum timeframe and rates of progress calculation.

SCHOOL TO SCHOOL TRANSFER

A student must be making satisfactory academic progress in order to transfer from one Pinnacle College to another Pinnacle College.

A student who has been academically dismissed due to not meeting SAP and wishes to transfer to another Pinnacle College must petition the originating school for re-entry and receive reinstatement prior to the transfer. Re-entry is at the discretion of the Academic Review Committee.

HOW GPA AND COMPLETION PERCENTAGE ARE AFFECTED BY COURSE REPEATS, MILITARY LEAVE OF ABSENCE AND WITHDRAWALS:

COURSE REPEATS (RPT)

A student who receives a letter grade below a C in any course must successfully repeat the course to meet graduation requirements. A student may repeat the same course a maximum of 2 times. A student who unsuccessfully attempts the same course 3 times may be dismissed from Pinnacle College. Grades for prior attempts are excluded when calculating the cumulative GPA component. However, credits from all attempts are included when assessing if the student meets the completion percentage component. Although a student may successfully complete a course more than once, only the first passing grade is counted as a completion when calculating the completion percentage component. When a failed course is successfully retaken, the original grade is dropped and the highest grade will be used to calculate the GPA. The credits attempted but not earned negatively impact a student completion pace (CP) but does not affect the CGPA. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Students that do not pass the course due to not meeting attendance requirements WILL be charged for repeating the particular course. Students who do not pass a course due to a demonstrated lack of progress but met attendance and course assignments will NOT be charged for a particular course.

MILITARY LEAVE OF ABSENCE

Military leave of absence is available for students who serve, either voluntarily or involuntarily, on active duty in the armed services of the United States, including service by a member of the National Guard or Reserve on active duty for a period of more than 14 consecutive days. A Military Leave of Absence is not included in the calculation of Maximum Time Frame since no credits are attempted during that time.

To qualify for a Military Leave of Absence (MLA)

- Orders must show the student will be deployed for a period of 14 consecutive days or more
- Students must be in good standing
- Students must provide copies of their orders to the Registrar's Office

Upon release from active duty, the student will be restored to the academic status attained prior to being ordered to active duty.

WITHDRAWAL (W)

When a student drops a class after the first five calendar days of the course, the student is assigned a grade of W for the course. The W grade is counted as credits attempted and credits earned. It does not carry any quality points. It is included in the calculation of Completion Percentage/Pace, Maximum Time Frame, but not included in the calculation of CGPA

NOT ATTEMPTED (NA)

When a student drops a class within the first five calendar days of the course, the student is assigned a grade of N/A for the course. The N/A grade is not counted as credits attempted or credits earned and does not carry any quality points. It is not included in the calculation of Completion Percentage/Pace, Maximum Time Frame, or CGPA

EVALUATION

Pinnacle College evaluates SAP for the student's program of study, based on a completed term/payment period (generally at least 12 credit hours or 10 weeks of instruction). As a result of the evaluation, a student is assigned a SAP status.

SATISFACTORY ACADEMIC PROGRESS AFFECTS FINANCIAL AID

The standards of satisfactory academic progress (SAP) apply to all students attending Pinnacle College and have specific importance to students who are receiving federal funding.

FINANCIAL AID RECIPIENTS

In accordance with federal regulations, it is the policy of Pinnacle College financial aid assistance to those need-eligible students who are maintaining consistent progress towards an educational objective. Initial financial aid offers are based on need. Continued eligibility requires meeting the criteria for satisfactory academic progress.

Three standards are used for the assessment of satisfactory academic progress: (1) GPA, or grade point average; (2) pace, or completion rate; and (3) time frame, the maximum length of time allowed a student to reach his/her educational objective. "Making SAP" means meeting all three criteria. Student grades are reviewed against these standards at the end of each quarter term and are subject to change.

WHEN A STUDENT DOES NOT "MAKE SAP"

"Making SAP" means meeting all three criteria: (1) required minimum GPA; (2) required minimum pace; and (3) completing their educational program within the maximum time frame allowed. According to federal regulations, if it has been determined that a student cannot mathematically finish their program of study within the allotted time frame, the student will be considered ineligible for financial aid.

FINANCIAL AID WARNING

WARNING is a status assigned to a student who fails to make SAP for the first time. A student on WARNING status may continue to receive aid for one-quarter term only. WARNING status does not require an appeal or other student action.

A student will be placed on financial aid warning immediately after the first term, which the CGPA or the completion percentage falls below the values specified in the table above. If the student meets SAP requirements by the end of the term, the student will be removed from financial aid warning (FW) status. The College can disburse federal financial aid funds to students in a (FW) status for one term or payment period.

FINANCIAL AID DISQUALIFICATION

DISQUALIFIED: At the end of the Warning term, a student is expected to meet satisfactory academic progress standards. Students who have failed to clear SAP will be disqualified and notified by Pinnacle College about their loss of eligibility, and given instructions about an appeal process.

If a student on financial aid warning status does not meet SAP at the end of the next completed term/payment period, a student is not eligible for additional federal financial aid and will be placed on a financial aid disqualified status. Students who are placed on financial aid disqualification status are ineligible for federal financial aid, unless an appeal is submitted by the student and granted

by Pinnacle College. Students who are granted an appeal will be placed on financial aid probation status and will have their financial aid eligibility reinstated based on the appeal. Pinnacle College can disburse federal financial aid funds to students on financial aid probation status for one probationary term/payment period provided all other eligibility requirements are met. The student must meet Pinnacle College's SAP standards to maintain federal financial aid eligibility. A student on FA Probation must participate in academic advising as a condition of academic monitoring. If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be ineligible for continued federal Student aid and may be dismissed from Pinnacle College.

STUDENT NOTIFICATION

Pinnacle College will notify students at any point during their enrollment if they are placed on or taken off the financial aid warning, financial aid probation, financial aid disqualification or regular student statuses, as these affect student eligibility to receive federal financial aid.

STUDENT FINANCIAL AID APPEALS

Students placed on financial aid disqualification status due to a violation of SAP during the financial aid warning period may appeal the disqualification to regain eligibility for federal financial aid. Students may do so by submitting a written appeal to the Program Director. If there are unusual circumstances that should be considered during the appeal process, federal financial aid reinstatement may be possible during a financial aid probation period.

Appeals must be based on unusual circumstances. All appeals MUST include a written statement to explain the circumstances of why the student failed to make SAP and what changes in the situation now allows SAP to be achieved at the next evaluation (term/payment period).

Approval and/or reinstatement of federal financial aid eligibility are not guaranteed. The Academic Review Committee reviews all appeals on a case-by-case basis. Approval is only granted when there are significant extenuating circumstances. All decisions made by the Academic Review Committee are final.

The College will allow a student to have a maximum of two approved appeals during their time at Pinnacle College. These appeals cannot be consecutive and will only be considered if unusual circumstances exist. Examples of unusual circumstances may include, but are not limited to, the following:

- Death of a relative
- An injury or illness of the student
- Other special circumstances

Students have more than 12 credits remaining in their program of study must demonstrate the ability to graduate within the maximum timeframe allowed and meet the GPA requirements. If students have 12 or less credits remaining, they must demonstrate the ability to complete the remaining credits successfully.

Students who are projected to be unable to complete the program within the Maximum Timeframe will also be dismissed from the school Pinnacle College at the time the determination is made.

REGAINING ELIGIBILITY AFTER PAYMENT PERIOD OF INELIGIBILITY

A student who is not making SAP regains eligibility only when the student is in compliance with the CollegePinnacle College's SAP requirements. Therefore, if a student loses eligibility for federal financial aid as a result of not meeting SAP requirements, the student must pay for the ineligible term/ payment period using non-federal financial aid funds.

School Policies



Make Music and Sound Your Business



SCHOOL POLICIES

ATTENDANCE

Attendance is defined as attendance at a scheduled on-campus course meeting or, in an online course, posting to a discussion board, virtual office, or drop box, attending a seminar, or participating in a quiz or other classroom activity. You are encouraged to attend class every day and to be on time. It is your responsibility to learn the material covered while absent and to see that you make up missed work in compliance with Pinnacle College guidelines. Hours of makeup work cannot be accepted as hours of class attendance. When students miss class, the student not only falls behind on new material, but he/she misses the hands-on repetition that is so important in learning and developing new skills. Future employers are looking for graduates with perfect or near-perfect attendance! As an institution, Pinnacle College expects students to attend school every day and maintain a minimum 80% cumulative attendance and 80% per course throughout the course of the program. A student who is absent for 8 consecutive class days or 14 consecutive calendar days without an approved Military Leave of Absence will be dismissed from the program.

TARDINESS AND EARLY DEPARTURES

As an institution, Pinnacle College expects students to be in class on time to school every day. When the student arrives late to class, he/she not only misses the material that has been presented, but both the instructor and the fellow students are disrupted.

Tardiness: A "T" for tardiness is placed on the student's record and the fourth "T" within a five-week period will result in a referral to the Program Director for advising. Failure to improve tardiness after advising may result in enrollment termination.

Early Departure: A student who leaves even five minutes earlier than scheduled will have the time recorded in his/her attendance record. An "E" for early leave will be placed on the student's record and the fourth "E" within a five-week period will result in a referral to the Program Director for advising. Failure to improve early departure after advising will result in mandatory make up or disciplinary action including enrollment termination.

MAKE-UP WORK

Make-up work must be prearranged with the instructor, and must be completed outside of the course that the work was missed. Make-up work will not receive full credit and must be made up by the last day of the course unless the instructor has approved an extension for extenuating circumstances. No make-up work will be accepted after 5 calendar days after course completion.

MAKE-UP ATTENDANCE

Make-up attendance for students who fall below 80% must be prearranged with the instructor. A student who has an attendance percentage below 80% may make up attendance by attending the days missed in the same course, by attending missed studio time or other arrangement approved by the Program Director. All make up attendance must be completed by the last day of the course or with instructor approval by the 5th day after the last class day. Any student who does not meet 80% attendance will fail the class.

ACADEMIC PROBATION

Students who fail to meet the attendance and/or SAP Policies are required to meet with the Academic Review Committee (ARC) where they will be advised on how to ensure attendance and/or SAP standards are met by course end. Students who fail to meet the attendance and/or SAP Policies at term end will be placed on academic probation until the end of the following term. Probation may be extended one additional term with the approval of the ARC committee. Probation may not be extended beyond the additional term approved by the ARC committee. Students who fail to meet the terms of probation by the end of the additional term will be dropped from the program.

Make Music and Sound Your Business

SAP DISMISSAL AND APPEAL

Grades are comprised of various assessments including exams, quizzes, projects, and homework that are properly weighted and compiled to achieve a final grade. If a student fails to achieve a 70%, they will need to improve their grade by re-taking weighted assessment/s within the five class days allowed for makeup work. Students are not permitted to receive an incomplete grade in any course past the five class days from the day the grades were posted to score 70% (C or better). Students will be notified if they have not successfully completed an exam. The Director, for extenuating circumstances only, may extend this 5- class day grace period. Students who are projected to be unable to complete the program within the maximum timeframe will also be dismissed from Pinnacle College at the time the determination is made.

Students may appeal the decision for Pinnacle College to dismiss them for not meeting minimum SAP standards determination if special or mitigating circumstances exist.

Appeals must:

- Be in writing and must be submitted to the Academic Review Committee within 5 days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future
- Explain what has occurred to allow future academic success

The decision of the Academic Review Committee is final and may not be further appealed. For information on the nonacademic dismissals, please refer to the grievance policy within this catalog.

GRADE CALCULATION

Student assessment is comprised of written exams, class projects and assignments, portfolio review, and performance exams. The final grade for any given course is a percentage-based calculation based on relevant assessments. In courses that include ample theory classes a written test is given in addition to projects and assignments. In courses that include ample hands-on training and/or advanced lab-based work assessments rely on class projects, portfolio review, assignments and/or performance exams.

ACHIEVING A PASSING GRADE

If a student fails to receive a passing grade (70% or better) on any course work that is weighted as part of their grade (excluding homework), they will have one opportunity to improve their grade by either re-taking a different version of the failed exam, or completing additional work on a project or showcase sufficient enough to improve the score. If a student misses a scheduled exam, project, homework, or showcase, they will receive a failing grade for the scheduled exam, project, homework, or showcase, but, with Instructor approval, may have one opportunity to improve his/her grade by taking the exam or completing the project, homework, or showcase before the last day of class. There is a 10% penalty for retaking failed or missed scheduled exams and/or projects. Tests are kept onsite for 30 days after completion of the term.

Resubmitted work or testing on any day other than the scheduled day will not receive full credit and must be submitted by the last day of the course unless the instructor has approved an extension for extenuating circumstances. All grades are final on the 5th class day after the course completion.

Make Music and Sound Your Business

GRADE APPEAL

Grade appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. The burden of proof rests on the student to demonstrate that the grading decision was made on some basis other than academic performance and other than as a penalty for academic misconduct.

All appeals must be filed within 30 days of the last day of the term that the appealed grade occurred. If no appeal is filed within 30 days following the last day of the term that the appealed grade occurred in, the grade will be considered correct and permanent. All exams and class work of the previous term will be destroyed after 30 days following the term.

The Program Director may recommend grade changes but shall have the power to alter grades only in cases of clearly established procedural error or substantial inconsistency in evaluation.

Before filing an appeal under this policy, the student must discuss his or her concerns with the faculty member and make every effort to resolve the situation. Faculty members must carefully consider the student's concerns and make a reasonable effort to resolve the issues raised by the student.

Should attempts at informal resolution fail; the student may submit a formal grade appeal to the Program Director. The appeal must be in writing, dated and presented on the Grade Appeal Student Form, which is located in the Registrar office. At the discretion of the college, students may be invited to present their appeal in person.

After receiving a formal appeal, the Program Director shall deliver a written decision with specific reasons to the student within 5 class days.

MILITARY LEAVE OF ABSENCE

Military leave of absence is available for students who serve, either voluntarily or involuntarily, on active duty in the armed services of the United States, including service by a member of the National Guard or Reserve on active duty for a period of more than 14 consecutive days. A Military Leave of Absence is not included in the calculation of Maximum Time Frame since no credits are attempted during that time.

To qualify for a Military Leave of Absence (MLA)

- Orders must show the student will be deployed for a period of 14 consecutive days or more
- Students must be in good standing
- Students must provide copies of their orders to the Registrar's Office

Upon release from active duty, the student will be restored to the academic status attained prior to being ordered to active duty.

RETURNING FROM OR FAILING TO RETURN FROM A MILITARY LEAVE OF ABSENCE

A student returning from a Military leave of absence is required to resume training at the same point in the academic program that he or she began the LOA.

A student will not be assessed any additional charges as a result of a leave of absence.

In the event a student does not return from a Military LOA on the set date of return, the student will be dismissed and any refunds due will be made to the appropriate

STUDENT SERVICES

CAREER CENTER

The Career Center provides students with individual and group advising, exploration of career options, career focused workshops, and information on occupational fields and employment trends.

Pinnacle College believes that assisting graduating students in obtaining employment is one of its most important responsibilities. Each student has the opportunity to participate in personal guidance regarding proper interview techniques, preparation of resumes, and letters of introduction and assistance on how to conduct a job search.

At any time during the program, students may take advantage of Pinnacle College's placement assistance program at no charge. The school's career services office provides career workshops/classes, which are designed to improve the job-readiness of our graduates and to better prepare them for entry-level positions in their respective fields. Additionally, graduates are offered career advisement and job placement assistance.

Once a student graduates, Pinnacle College makes a reasonable effort to satisfy the wishes of a graduate as to location and type of employment. All graduates, irrespective of the program they are enrolled in, are required to submit a completed resume to career services prior to receiving job referrals and leads. The student's contact information should be kept current and active for at least 18 months following graduation. The more flexible a graduate can be regarding initial employment, the more successful a student will be in obtaining entry level employment. Failure on the student's part to follow placement procedures may result in discontinuation of placement services. Although every effort is made to assist our graduates, Pinnacle College in no way implies guaranteed placement. Obtaining employment in their field of study is ultimately the student's responsibility and they are expected to make independent efforts to obtain employment.

For the most recent completion and placement rates, please refer to the School Performance Fact Sheet, which is part of the admissions process disclosure document.

STUDENT LOUNGE

Pinnacle College offers a student lounge where students can use the microwave, refrigerator and dining area.

FINANCIAL AID

Trained staff members are available to assist you with the financial aid process, general questions, file status, and financial aid programs, policies and procedures.

ORIENTATION

All new students are required to take advantage of an orientation session conducted by Pinnacle College. Orientation will provide information on campus services, deadlines, classes and much more.

SCHOLARSHIPS

Pinnacle College offers various scholarships available to those who qualify. For more information see "Other Sources of Financial Aid" on page 69

STUDENT ACCOUNTS

The Student Accounts Office collects enrollment fees and other payments, issues registration receipts, and processes student refunds.

STUDENT RECORDS

The Registrar's Office provides service to students in matters relating to registration, transfer credit, transcripts, degree progress, graduation, diplomas, and academic policy and requirements.

Make Music and Sound Your Business

STUDENT CONDUCT

Attendance at Pinnacle College is a privilege, not a right; therefore, students whose behavior may be detrimental to other members of the campus may be officially warned, suspended and/or dismissed from the college. Behavior that infringes upon rights, safety, or privileges, or which impedes the educational process or the institution's right to conduct its business is prohibited. Pinnacle College students have a responsibility to contribute towards maintaining an environment conducive to training. Pinnacle College will take disciplinary measures, including termination, for any of the following:

- Harassment of any member of the campus based on race, national origin, ethnicity, color, creed, gender, sexual orientation; disposition, age, religion, marital or veteran status, genetic predisposition or carrier status, or any other basis protected by applicable local, state or federal laws.
- Academic dishonesty
- Conduct that reflects poorly on Pinnacle College or on other students.
- Possession of drugs and / or alcohol and/or weapons on school premises.
- Nonconformity to the rules and regulation of Pinnacle College.
- Falsifying school records.
- Entering Pinnacle College classes while under the influence of effects of alcohol, drugs or narcotics of any kind
- Disorderly conduct, which interferes with the learning process of any other student, the classroom presentation by the teacher, or the progress of the class in general.
- Instigation and or participation in rebellious activities against Pinnacle College and/or its students.
- Solicitation, which reflects unfavorably upon Pinnacle College or its students.
- Use of profane language or racial slurs
- Vandalism or theft of school property

STUDENT CONDUCT DISMISSAL

The school upholds a zero tolerance policy regarding the following: consumption or sale of alcohol or drugs, possession of firearms or other weapons, or cheating on exams, and there is no appeal to termination for any of these reasons (see "Student Conduct" section below). Whether termination of enrollment is voluntary or involuntary, students will remain obligated for the amount of tuition due to Pinnacle College based on the refund policy. The unused tuition will be refunded to the proper agencies. An incomplete or withdrawal will not be considered as credit successfully completed.

COPYRIGHT & COMPUTER USE

As an educational institution, particularly as a school that trains students in sound arts, we believe we (our faculty, staff and students) are required to strictly observe copyright laws. The computers are to be used for educational purposes only. This policy sets the broad guidelines of our copyright and computer use policy. Pinnacle College's administrative staff is responsible for enforcing copyright and computer use policy.

COMPUTER USE POLICY

Pinnacle College gives students access to computers, computer files, the email system, and software to use in doing their work. Students should not use a password, access a file, or retrieve any stored communication without authorization. We strive to maintain an educational environment that is free of harassment and sensitive to the diversity of our students.

Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. We prohibit displaying, downloading, or emailing sexually explicit images, messages, and cartoons. Other examples of unacceptable computer usage include (but are not limited to) ethnic slurs, racial comments, off-color jokes, or anything that may

Make Music and Sound Your Business

be seen by another person as harassment or disrespectful. Students may not use email to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. Computers with internet access are provided to facilitate students' education. All internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, students should always make sure that the business information contained in internet email messages and other transmissions are accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that students use to access the internet are always the property of Pinnacle College. Therefore, Pinnacle College reserves the right to monitor internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online connections or is stored in our computer systems. We do not allow data that is composed, transmitted, accessed, or received via the internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

COPYRIGHT POLICY

Pinnacle College purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer. Students may only use software on local area networks or on multiple machines according to the software license agreement. Pinnacle prohibits the illegal duplication of software and its related documentation. Students should notify their instructor or any member of school management if a student learns about a violation of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment. Pinnacle does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet. As a general rule, if students or employees did not create the material, do not own the rights to it, or have not received authorization for its use, they may not put the material on the internet. Students and employees are also responsible for ensuring that a person sending material over the internet has the appropriate distribution rights. To protect against computer viruses, the downloading of any file from the internet without prior authorization is forbidden.

VIOLATION OF INTERNET USAGE POLICIES

Employees and students whose internet usage violates laws or Pinnacle College's policies are subject to disciplinary actions, up to and including, termination of employment or enrollment. The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

Sending or posting discriminatory, harassing, or threatening messages or images; using the organization's time and resources for personal gain; stealing, using, or disclosing someone else's code or password without authorization; copying, pirating, or downloading software and electronic files without permission; failing to observe licensing agreements; engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions; sending or posting confidential material, trade secrets, or proprietary information outside of the organization; reputation; participating in the viewing or exchange of pornography or obscene materials; sending or posting messages that defame or slander other individuals; attempting to break into the computer system of another organization or person; refusing to cooperate with a security investigation; sending or posting chain letters, solicitations, or advertisements not related to business purposes or services; using the Internet for political causes or activities, religious activities, or any sort of gambling; jeopardizing the security of the organization's electronic communications systems; sending or posting messages that disparage another organization's products or services; passing off personal views as representing those of the organization; sending anonymous email messages; engaging in any other illegal activities.

Make Music and Sound Your Business

PEER-TO-PEER FILE SHARING POLICY

As an educational institution, particularly as a school which trains students in sound arts, we believe we (our faculty, staff and students) are required to strictly observe copyright laws and to use computers for their sole intent: a tool to facilitate training and administration of education. This policy sets the broad guidelines of our computer and copyright use policy, specifically as it relates to unauthorized peer-to-peer file sharing, as required by the Higher Education Opportunity Act of 2008 (the "HEOA"). Additionally, this policy is intended to mitigate Pinnacle College's potential exposure to security risks and liabilities associated with the exploitation of P2P applications to illegally use, distribute and/or store copyrighted materials on Pinnacle College's network.

PERSONNEL

The school's faculty and staff are responsible for ensuring Pinnacle College's peer-to-peer policy is being enforced. This Policy applies to all individuals (students, faculty, staff, College volunteers, contractors, consultants and other members of the public) who use Pinnacle College's information technology resources. Peer-to-peer (P2P) is a network environment where participants share their resources (such as files, disk storage, or processing power) directly with their peers without having to go through an intermediary network host or server.

PROHIBITED ACTIVITY

It is a violation of this policy to use Pinnacle College's assets network or any information technology resource of Pinnacle College to distribute, download, upload, stream, scan, store or share any material including software, data, document, sound, music, video, picture, design, graphic, game, or any other electronic file when:

- The file is copyrighted but the copyright owner has not authorized distribution to the user;
- The intended use under the relevant circumstances is specified as illegal by any federal or state law, statute, regulation, proclamation, order, or decree;
- When the material is considered by Pinnacle College to be protected information under Pinnacle College's privacy policy and the user is not authorized to access that information for the purpose intended; or
- When the user's intent is deployment or introduction of any virus or malware on any Information technology Resource.
- When the user's attempt to circumvent, bypass, defeat, or disrupt any device, method, or technology implemented by Pinnacle College for the purpose of implementing this policy.

PREVENTING UNAUTHORIZED P2P FILE SHARING

Software usage is granted via a license agreement between Pinnacle College and the developers of the software; therefore, it cannot be used privately on any other computer other than campus computers. Each software or tool being used in our labs is backed by a specific EULA (end user license agreement). For the most part it is part of an academic site license or volume license agreement. Each computer in the lab is password protected. No software can be installed or de-installed without administrator's rights, and only Program Directors have administrator's rights. Hardware copyright protectors (dongles) are used whenever applicable to further enhance copy protections. Devices currently used are the iLOK and eLicenser systems. All applicable installation documents and serial numbers are securely kept and are not displayed or stored in the classrooms. Our internal LAN and wifi networks are encrypted and file sharing, including peer-to-peer file sharing, is disabled. The only method of moving files across our LAN is via our school's server and only by individuals with administrator's rights. Our school server holds archives of students' projects and manages network security. Students have limited access to the server in order to store and retrieve personal project data.

The school's lab computers are numbered and all software serial numbers are listed with their respective association to the various computers. In the event of stolen software, this makes it easy to contact the developer to report that particular serial number if need be.

Bandwidth Shaping/Traffic Monitoring: Our ISP provides periodic reports, and upon request, which provides detailed information on sites visited, time and date of visit, file sizes uploaded or downloaded and the unique IP address associated with each transaction.

Make Music and Sound Your Business

SUPERVISION OF POLICY

The unauthorized acquisition or distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject culpable individuals to civil and criminal liabilities. To the extent required by federal or state law, or when Pinnacle College otherwise deems it to be in its best interest, Pinnacle College will report certain illegal activities to designated law enforcement agencies without prior warning or notice to the infringing user. Alleged violations of the Digital Millennium Copyright Act (DMCA) shall be received by the Program Director and logged for tracking purposes. Attempts to identify the suspect computer(s) and User(s) will be made by Pinnacle College's administration. In the case of suspected offenders who are students, if successful identification is made, a copy of the notice and name of student(s) identified shall be referred to the Executive Director. Similarly, In the case of suspected faculty or staff who are successfully identified, the notice and name of the staff or faculty member(s) and relevant identifying information shall be referred to the employee's supervisor. In circumstances when criminal activity is suspected, the Executive Director will report the incident, immediately to the President.

DISCIPLINARY ACTION

Disciplinary proceedings involving students alleged to have violated this Policy shall be conducted in accordance with the Computer Use And Copyright policy, which is part of the Student Catalog.

LEGAL ALTERNATIVES FOR DOWNLOADING OR OTHERWISE ACQUIRING COPYWRITED MATERIAL

There are institutions, national associations, and commercial entities that have developed and maintain up-to-date lists of legal sources for downloading or otherwise acquiring copyrighted material. Below please find such entities and the lists they maintain for the convenience of Pinnacle College community.

- **EDUCAUSE**
<http://www.educause.edu/legalcontent>
EDUCAUSE is a nonprofit association whose mission is to advance higher education by promoting the intelligent use of information technology.
- **RIAA**
http://www.riaa.com/toolsforparents.php?content_selector=legal_music_sites
The Recording Industry Association of America (RIAA) is the trade organization that supports and promotes the creative and financial vitality of the major music companies.
- **MPAA**
<http://www.mpaa.org/contentprotection/get-movies-tv-shows>
The Motion Picture Association of America, Inc. (MPAA), together with the Motion Picture Association (MPA) and MPAA's other subsidiaries and affiliates, serves as the voice and advocate of the American motion picture, home video and television industries in the United States and around the world. MPAA's members are the six major U.S. motion picture studios: The Walt Disney Studios; Paramount Pictures Corporation; Sony Pictures Entertainment, Inc.; Twentieth Century Fox Film Corporation; Universal City Studios, LLLP; and Warner Bros. Entertainment Inc.

STUDENT RECORDS/TRANSCRIPTS

Certificates and official transcripts are issued to students who meet all program requirements including their financial obligations. Students can access their student records (attendance, grades, print unofficial transcripts, financial ledgers, etc.) online through Campusnet's secure portal. Please consult with the Registrar's Office for additional information and availability.

For official copies of transcripts, there is a \$6.00 fee. Student transcripts are permanently retained. A student's academic and financial aid records are retained for five years after the date of the student's graduation, withdrawal or termination. Transcripts and other documents must be requested, in writing, and will be provided within 30 days after receipt of the written request and/

or fee. Written transcript request must include student's name/SSN/DOB/ address/phone number, term start/end date, # of copies requested, and address where to send the requested forms.

Students and parents/guardians of dependent students have the right to review student's school records and also to provide consent prior to disclosure of personally identifiable information (i.e. potential employers), in compliance with the Family Educational Rights and Privacy Act (FERPA.) The school does not release student information without the student's prior written consent.

TAPING

Tape recording, videotaping, taking still pictures of the classrooms, studios and hallways of Pinnacle College are not permitted.

LIBRARY

Pinnacle College does not have a room set aside for research in the traditional definition of a library. Pinnacle College has no scheduled classes on Fridays, and students are encouraged to use our labs (Pro-Tools labs and classroom computers) for further research into their program of study. Additionally, the Program Directors of each program maintain a list of books that students can check out. A signup sheet to access the labs is available in the Registrar's office at the Los Angeles campus and the Program Director's office at the Sacramento campus.

DISTANCE EDUCATION/ONLINE LEARNING

Pinnacle College offers the following courses in the MPRA program online: CTE110 Computer Technology Essentials (GE), MTF240 Music Theory Fundamentals (GE), SAB320 Survey of Audio Business (GE), MBT430 Micro Business Technology (GE), PBM520 Personal Business Management (GE), WRTG630 Writing Workshop (GE).

TECHNOLOGY REQUIREMENT FOR DISTANCE EDUCATION

It is our intent to assist students and to prepare them for their coursework at Pinnacle College. The following technology requirements ensure students are able to effectively participate in online and distance learning:

- High Speed Internet Access (DSL, Cable, Fibre)
- Ability to correspond with College staff, students, and faculty electronically via email and/or designated web tools.
- Computer Operating Systems:
 - Windows XP SP3 or newer
 - Mac OSX 10.6 or newer
 - Linux - chromeOS
- Mobile Operating System Native App Support
 - iOS 7 or newer
 - Android 2.3 or newer
- Computer Speed and Processor
 - Use a computer 5 years old or newer when possible
 - 1GB of RAM or more
 - 2GHz processor or better

Supported Browsers

- Internet Explorer 10 and 11
- Chrome 34 and 35
- Safari 6 and 7
- Firefox 29 and 30 (Extended Releases are not supported)
- Flash 12 and 13 (for recording or viewing audio/video and uploading files)

Make Music and Sound Your Business

Flash is required in several places: media recording/streaming and viewing as well as uploading files to a course or an assignment. The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java.

PRIVACY

Information about student attendance, grades, and any other related information will not be disclosed without the student's consent, except as required by regulatory agencies and in accordance with the Graham-Leach-Bliley Law and the Family Education Rights & Privacy Act. (FERPA). The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by Pinnacle College. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If Pinnacle College decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Pinnacle College still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of Pinnacle College;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;



- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that Pinnacle College not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Make Music and Sound Your Business

Payment Plans



Make Music and Sound Your Business



PAYMENT PLANS

INSTALLMENT NOTES

Tuition is charged at enrollment for the entire amount of the contract. As a matter of rule, the student should expect to pay his/her tuition amount within the length of the program he/she is enrolled in. Depending on eligibility and choice, students may fund their tuition through a variety of funding sources. One of these funding sources is Pinnacle College, which extends credit to eligible students. The terms of the loan are specified in the retail installment contract, which specifies the amount financed; the promise to pay; the terms of payment; the total of payments; the total price of educational services; the right to prepay; late charges; collection fees; acceleration upon default; and dishonored payment charges. Prior to enrollment, students are required to acknowledge that they understand its terms and have been provided with a copy. Typically, the schedule for student payments is monthly.

Payment is classified as delinquent if it is past due. A payment may be classified:

- 1-30 days delinquent
- 31-60 days delinquent
- 61-90 days delinquent
- Over 90 days delinquent

The staff of Pinnacle College will contact students who are behind payments and remind payment is due. If a student is 91+ days delinquent, the student's account will be considered in default and will be referred to Pinnacle College's Review Board for review.

The student will be notified that failure to bring their account due may result in dismissal from Pinnacle College. Subject to response from student and other mitigating circumstance, the student's enrollment status may be discontinued effective immediately and the amount due will be referred to a collection agency. If Pinnacle College is unable to collect a student's tuition and fees, the delinquent account may be submitted to a collections agency at the student's expense. The overdue account may also be reported to a credit bureau. If a student has previously been assigned to collections and has paid in full, the student may be required to pay in full for subsequent semesters, at the start of the semester.

The school may allow an extended payment plan beyond the length of the program. If this option is granted, the individual will be asked to sign an installment loan. A signed copy of the Installment Note and Disclosure Statement is considered part of the individual's enrollment agreement. The installment note itemizes annual percentage rates, the finance charges, the amount financed, the total of payments and the total price. Payments will be made directly to Pinnacle College or any other third party servicer designated by Pinnacle College.

Accepted payments are cash, check, money order or credit card. Written requests to delay or extend payments due to hardship may be submitted to Pinnacle College for consideration and possible approval.

PAYMENT PERIODS

MUSIC PRODUCTION RECORDING ARTS ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Tuition is applied per term. There are six terms in the MPRA degree program. The registration and STRF fees are also included in Payment Period 1.

A student can fund his/her tuition, by making monthly, quarterly, or term payments. Students may also choose to pay tuition in full in advance.

Make Music and Sound Your Business

PRO TOOLS CERTIFICATION COURSES AND EXAMS

Tuition and STRF fees are due on or before the first day of class. Cash, check, or credit cards are the only forms of payment accepted for the Pro Tools Certification and Examination program.

RETURNED CHECKS AND LATE PAYMENTS

There will be a \$25.00 charge for all returned checks and, subsequently, the student will be required to submit further payments by cashier's check, money order, credit card or cash only.

The school charges a late fee, in the amount of \$5.00, for failure to make any part of an installment payment more than ten (10) days past your payment due date.

If a student's account is not current at graduation, he/she will not be eligible to receive a diploma and/or an official transcript.

STUDENT PAYMENTS

Upon graduation, Pinnacle College reserves the right to transfer student payment accounts to a third party collections agency.

REFUND POLICIES

CANCELLATION OF AGREEMENT

A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day (calendar days) after enrollment, whichever is later. A cancel may occur if: 1) rejection of enrolled applicant by the institution 2) Program cancellation by the institution 2) Cancellation by students during any established cancellation period. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the program (see withdrawal policy below). A notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduction, including, but not necessarily limited to, a student's lack of attendance. Cancellation may occur when you provide a written notice of cancellation, by mail or hand delivery, at the following address: Pinnacle College, 1000 S Fremont Ave, Unit 14, Alhambra, California 91803 or Pinnacle College, 11050 White Rock Rd, # 150, Rancho Cordova, California 95670. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The notice 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 Enrollment Agreement. If the Enrollment Agreement is cancelled by the student for any reason (no show or the notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later) Pinnacle College will refund 100% of the amount paid for institutional charges, less a registration or administration fee not to exceed \$200 and STRF Fee, and less any deduction for equipment not returned in good

WITHDRAWAL OR TERMINATION

You may withdraw from Pinnacle College at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the period of attendance. The amount of that refund is to be "pro-rated" according to the not completed portion of the program (based on scheduled days) less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and a registration or administration fee not to exceed \$200.00. The refund is to be paid within 45 days of withdrawal. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs: The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later; the institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Pinnacle College.

Make Music and Sound Your Business

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days. However, if a student notifies Pinnacle College, in writing, that he or she is withdrawing, Pinnacle College will use the date on his/her withdrawal letter, or the 14-day after his/her LDA, whichever is earlier, as the date of determination.

Here's an example:

A student attends a scheduled class on 2/1/2010. The student fails to attend class for 14 consecutive calendar days, i.e., from 2/2/2010 – 2/15/10. The 14 days of absence will trigger a warning to the student that if he/she fails to return on or before 2/22/2010, he/she will be terminated. If the student fails to return, the following will occur:

For the purposes of calculating the AMOUNT of refund due to the student, Pinnacle College will use 2/1/2010 as his/her LAST DAY OF RECORDED ATTENDANCE (LDA).

For the purposes of determining WHEN the refund is due to the student, Pinnacle College will use 2/15/10 as his/her **DATE OF DETERMINATION** of withdrawal. The student or the tuition funding source will receive a refund (if applicable) no later than 45 days from the date of determination.

Within 45 days of any refund, the student will receive a notice of refund stating the amount and to whom the refund was made, if applicable. If any portion of his/her tuition was paid from the proceeds of a loan, then the refund will first be used to repay any student financial aid programs in the following order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal PLUS loans
4. Federal Direct Stafford loans
5. Federal Direct PLUS loans up to the amount of disbursement

Any additional refunds will next be made to the PELL, or SEOG and other federal, state, private, or institutional student financial assistance from which the student received benefits, in proportion to the amount of the benefits received.

Any remaining amount will be made to the student or sponsor. Any overpayment of monies disbursed for non-tuition educational expenses will be based on the percentage of time completed over the total time in that payment period. The student will be responsible for the repayment of any such overpayment. The refund for non-tuition educational expenses, if any, will be made to the appropriated account.

IF A STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid

RETURN OF TITLE IV FUNDS

The law specifies how Pinnacle College must determine the amount of Title IV program assistance that the student earns if he/she withdraws from school. The Title IV programs covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMARTgrants, TEACHGrants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When the student withdraws during his/her payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the student's school or parent received on his/her behalf) less assistance than the amount the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by Pinnacle College and/or the student.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of his/her payment period or period of enrollment, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Pinnacle College must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so he/she doesn't incur additional debt. Pinnacle College may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with Pinnacle College). Pinnacle College needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow Pinnacle College to keep the funds to reduce his/her debt at Pinnacle College.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to the student once he/she withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and he/she has not completed the first 30 days of his/her program before withdrawing, the student will not receive any direct loan funds that he/she would have received had he/she remained enrolled past the 30th day.

If the student receives (or the student's school or parent receive on his/her behalf) excess Title IV program funds that must be returned, the student's school must return a portion of the excess equal to the lesser of: the student's institutional charges multiplied by the unearned percentage of the student's funds; or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds.

If the student's school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or his/her parent for a PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds he/she received or was scheduled to receive. The student must make arrangements with his/her school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the students withdraws are separate from any refund policy that the student's school may have. (Please refer to the preceding pages to see Pinnacle College's Refund Policy.) Therefore, the student may still owe funds to Pinnacle College to cover unpaid institutional charges. Pinnacle College may also charge the student for any Title IV program funds that Pinnacle College was required to return.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. The student must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF)--the fee, non-refundable, is \$.50 per \$1,000 tuition paid, rounded to the nearest \$1,000--if all of the following applies to him/her:

1. *"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:*
 - a. *"You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and*
 - b. *"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*
2. *"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:*
 - a. *"You are not a California resident; or are not enrolled in a residency program, or*
 - b. *"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"*

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

"You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. *"The school closed before the course of instruction was completed;*
2. *"The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of Pinnacle College;*
3. *"The school'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 Pinnacle College prior to closure in excess of tuition and other cost;*
4. *"There was a material failure to comply with the Act or the Division within 30-days before Pinnacle College closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau;*
5. *"An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act*
6. *"However, no claim can be paid to any student without a social security number or a taxpayer identification number."*

ACADEMIC ASSESSMENT

Pinnacle College will use its academic transfer policy to determine how many credits, if any, it will accept from the institution the student is transferring from. This will be done by reviewing Pinnacle College's catalog, program descriptions and objective and, if necessary, by administering an entrance exam to provide the student the opportunity to challenge by examination. (Please refer to school policy on academic transfers.)

DOCUMENTATION

If the student's transfer request is approved by Pinnacle College, then both the School and the student will fill out the necessary documents required by USCIS. These are:

Make Music and Sound Your Business

- Form I-539 or Application to Extend or Change Nonimmigrant Status (completed by student)
- Form I-201-D or Certificate of Eligibility for Nonimmigrant M-1 Student Status (completed by student)
- Form I-20M-N or Certificate of Eligibility for Nonimmigrant Status for Vocational Students (completed by school)

Final Approval: Pinnacle College may accept a transfer-in sixty (60) days after the student has filed the necessary application (Form I-539) to USCIS. However, it should be noted that the final approval belongs to USCIS. If the application to extend or change nonimmigrant status is denied by USCIS, then the student will be considered “out of status” and may not resume his/her studies at Pinnacle College.

TRANSFER OUT OF PINNACLE COLLEGE

For current international student who wish to transfer out of Pinnacle College, Pinnacle College will provide information on the student’s M-1 status as well as transcripts to the receiving institution. The receiving institution (the school to which the international student wants to transfer) will follow its own policies as well as the requirements of USCIS to admit international students transferring out from Pinnacle College.

GRIEVANCE POLICY

Most student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure. We encourage students to make contact at the first indication of a problem or concern. The following steps will guide you through Pinnacle College’s grievance procedure. Any student who expresses a complaint or grievance will not be subject to reprisal from Pinnacle College administration, staff or faculty.

Step 1:

A. Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved.

B. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Lead Instructor.

C. Grievances or complaints involving a belief that the student has been discriminated or harassed due to a disability should submit their complaint directly to the Executive Director.

Step 2:

If the Grievance listed in Step 1 (A or B) is not resolved to the student’s satisfaction, the student’s next step is to submit a written, dated and signed statement to the Executive Director. Within five (5) days of the Executive Director’s receipt of the written statement, the Executive Director will arrange to meet with the student to discuss the grievance, and the Executive Director will conduct an investigation, including providing the student with the opportunity to present evidence relevant to the matter. The Executive Director will communicate his/her decision in writing within ten (10) business days after concluding the investigation; the Executive Director’s decision will be final. The student’s written complaint, together with the Executive Director decision, will become a permanent part of the files of the parties involved.

If the grievance listed in Step 1 (C) is not resolved to the student’s satisfaction, the student’s next step is to submit a written, dated and signed statement to the President. Within five (5) days of the President’s receipt of the written statement, the President will arrange to meet with the student to discuss the grievance, and the President will conduct an investigation, including providing the student with the opportunity to present evidence relevant to the matter. The President will communicate his/her decision in writing within ten (10) business days after concluding the investigation; the President’s decision will be final. The student’s written

Make Music and Sound Your Business

complaint, together with the President's decision, will become a permanent part of the files of the parties involved. If the matter is still not resolved to the student's satisfaction by the Executive Director or the President, please see below:

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a) Name and location of the ACCET institution;
 - b) A detailed description of the alleged problem(s);
 - c) The approximate date(s) that the problem(s) occurred;
 - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, and any relevant documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
4. SEND TO:

ACCET
 CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW
 Washington, DC 20036
 Telephone: (202)955-1113
 Fax: (202) 955-1118 or (202) 955-5306
 Email: complaints@accet.org
 Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

NOTICE TO STUDENTS: BPPE COMPLAINT PROCEDURE

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education- Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA

Make Music and Sound Your Business

95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; www.bppe.ca.gov; Phone Number (916) 431-6959, Toll-free telephone (888) 370-7589; or by Fax (916) 263-1897. As a prospective student you are encouraged to review this catalog and the School Performance Fact Sheet, which must be provided to you, prior to signing an Enrollment Agreement. Moreover, Pinnacle College shall provide Pinnacle College catalog, to any person, upon request. A student or any member of the public may file a complaint about this institution with the Bureau by calling 888.370.7589 or by completing a complaint form which can be attained on the Bureau's Internet website, www.bppe.ca.gov.

Alternatively, the student (regardless of which Pinnacle College s/he attends) may write to ACCET, 1722 N Street, N.W., and Washington, D.C. 20036 or call 202-955-1113, or e-mail at complaints@accet.org. The school will provide a written summary of its complaint procedure, upon request. The school strives to achieve resolution to ensure the best education.

ACKNOWLEDGEMENTS

Pinnacle College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

The Bureau for Private Postsecondary Education has determined that Pinnacle College is in compliance with the requirements of Title 5, California Code of Regulations (CCR), Section 71390. Therefore, Pinnacle College is granted approval to operate under the terms of California Education Code (CEC) Section 94890 (a) (1) until April 15, 2016 per CEC Section 94890 (b.).

FINANCIAL AID

INTRODUCTION

Pinnacle College's financial aid program offers assistance to students who can demonstrate need. All middle and low-income students are encouraged to apply and determine their eligibility. Financial aid consists of grants and loans provided from the federal government. Each program has its own rules and regulations and, as a result, the student aid application process is complicated. The documents that are provided by Pinnacle College offer an explanation of these rules and regulations. However, if an applicant still has questions, he/she is encouraged to contact the Pinnacle College financial aid counselor for further assistance.

ESTABLISHING ELIGIBILITY

Pinnacle College is pleased to participate in the U.S. Department of Education federal financial aid programs, and as such, has disclosed all consumer information herein. The requirements for financial aid eligibility include, but are not limited to:

- Documenting High school diploma, G.E.D or its equivalent
- Evidence of U.S. citizenship or eligible non-citizen status
- Establishing registration with Selective Service (if required)
- Enrolled at Pinnacle College as a regular student working toward a certificate
- Meet the satisfactory progress policy
- Have no outstanding federal grant refund(s)
- Cannot be in default on a federal educational loan

If a prospective student wants to apply for financial aid, he/she must complete a FAFSA (Free Application for Federal Student Aid) application. Applications are now available on FAFSA's website at www.fafsa.ed.gov.

Make Music and Sound Your Business

APPLYING FOR FINANCIAL AID

- Complete and electronically sign the free application for federal student aid online from www.fafsa.ed.gov
- Make an appointment with the financial aid office to determine your eligibility. The school's financial aid officer will help with any questions on the application. If completing the FAFSA online, the applicant will need to include Pinnacle College's code: 026089 (Los Angeles) or E01613 (Sacramento) in order for the financial office to access it online. If the applicant is completing the printed version, bring it to the appointment for further assistance
- Bring the following to the financial aid appointment:
 - Applicant's (and parent's, if dependent) IRS Tax Account Transcript from the previous year, if did not successfully use the IRS Data Retrieval Tool (DRT) with an "02" value on SAR/ISIR when completing the FAFSA online
 - A copy of applicant's High School Diploma, G.E.D., or high school transcripts. If proof of applicant's graduation is not readily available, it may be submitted to Pinnacle College no later than 30 days from the first day of classes
 - Applicant's social security card
 - Applicant's Driver's license

FINANCIAL AID CONSUMER INFORMATION

MAINTAINING FINANCIAL AID ELIGIBILITY

A student's continuing eligibility for Financial Aid is subject to many factors. Eligibility is conditioned on prospective student, or a prospective student parent's ability (in the case of dependent students) to comply with conditions set forth by the US Department of Education including: student attendance, student grades, student's ability to provide required documentation and student conduct. These requirements are explained in great detail in the subsequent pages in the financial aid consumer information pages. Please take the time to read them carefully.

FINANCIAL AID AND SAP

To maintain FA eligibility, students are required to meet Pinnacle College's satisfactory academic progress (SAP) policy, which are outlined in a previous page. Students must meet minimum attendance (90%) and grades (a letter grade of C or above) to be in SAP. Students who have been dismissed for failure to meet SAP may be reinstated if they prevail upon appeal and will be considered to be making satisfactory progress until their next evaluation period. During this period, the student will be eligible for financial aid. Students reapplying for financial aid will need to:

- Schedule an appointment with the financial aid office
- Submit a new FAFSA (if applicable)
- Provide additional documentation, if applicable
- Sign SFAC
- Demonstrate that they do not owe a refund on any grant
- Show that they are not in default/delinquent status on any loan or have not borrowed in excess of the loan limits per academic year

SUMMARY OF LOANS AND GRANTS

Below is a summary of the maximum (*) amount (first year) in loans and grants, for those who qualify:

2014-15 Award Year

Pell Grant:	\$5,730.00
SEOG:	\$300.00
Subsidized Stafford Student Loan: (Gross)	\$3,500.00
Subsidized Stafford Student Loan: (Net)	\$3,464.00
Subsidized Interest rate (fixed rate)	4.66%

Make Music and Sound Your Business

Unsubsidized Stafford Student Loan (Gross)	\$6,000.00
Unsubsidized Stafford Student Loan (Net)	\$5,937.00
Unsubsidized Stafford Loan interest rate (fixed rate)	4.66%
Parent Loan (PLUS)	No Maximum Limit
Parent Loan (PLUS) interest rate (fixed rate)	7.21%

For PLUS (Parent) Loan, there is no borrowing limit based on a determination of applicant's financial need. Applicants may borrow any amount up to the cost of education, minus any other financial aid received. There is a 6 month grace period, after graduation, for repayment of the student loans.

* Programs that are more than one academic year are eligible for more funding. Please see the financial aid office for details.

CONTACT INFORMATION

Los Angeles Campus Financial Aid Office

Hours: Monday - Friday 9:00 a.m. - 6:00 p.m. Phone: 626-284-0050 ext. 21

Sacramento Campus Financial Aid Office

Hours: Monday - Friday 9:00 a.m. - 6:00 p.m. Phone: 916-520-2503

WHAT WILL THE STUDENT'S EXPENSES BE?

In subsequent pages of this catalog, the tuition for the program the applicant is interested in and the refund policy is disclosed in detail. In addition, student budgets for living expenses are provided. However, they must be adjusted according to the length of student's academic year (see attached insert).

COMMON FINANCIAL AID ABBREVIATIONS

FAFSA	Free Application for Federal Student Aid	FWS	Federal Work Study
ISIR	Institutional Student Information Record	FAO	Financial Aid Officer
PLUS	Federal Parent Loans for Undergraduate Students	SAR	Student Aid Report
FSEOG	Federal Supplemental Educational Opportunity Grant	USDE	United States Department of Education

AVAILABLE PROGRAMS

Information regarding various federal financial aid programs is contained in "Funding Education beyond High School - The Guide to the FSA" available in Pinnacle College's Financial Aid Office. By filling out the federal student aid application applicant may be considered for the following programs (if applicable) at this school.

FEDERAL PELL GRANT

A Federal Pell Grant, unlike a loan, typically does not have to be paid back. Only students who have not earned a bachelor's or professional degree and are financially eligible can receive Pell.

FEDERAL DIRECT STAFFORD LOAN PROGRAM

Stafford Loans are either subsidized or unsubsidized.

Stafford Loans are available through the Federal Direct Student Loan Program under which loans are obtained from the federal government through Pinnacle College. Stafford Loans must be paid back. A subsidized loan is awarded on the basis of financial need. This program requires a separate online application and all Stafford applicants are required to complete Stafford Entrance and Exit

Make Music and Sound Your Business

counseling. Stafford Loan repayment begins 6 months after the student leaves school or is enrolled less than half-time. Subsidized Stafford loans do not accrue interest while the student is enrolled at least half-time. Interest begins to accrue during the borrower's six-month grace period. If students have an Unsubsidized Stafford Loan, they will be responsible for the interest during the time in school and during the six-month grace period after the student graduates, withdraws, or is enrolled less than half-time. Under certain conditions the student can receive forbearance or a deferment (postponement of payments), or loan cancellation. Information on deferment, cancellation, and forbearance is available in Pinnacle College's Financial Aid Office. For new borrowers, the interest is fixed at 4.66% for Subsidized Stafford loans and Unsubsidized Stafford loans. Typical repayment plans are as follows:

Amount Borrowed	Repayment Period	Monthly Payments	Finance Charge at 4.66% Annual Rate	Total Payments
\$3,500.00	82 Months	\$50.00	\$583.00	\$4,083.00
\$4,000.00	96 Months	\$50.00	\$786.00	\$4,786.00

FEDERAL DIRECT PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS)

The PLUS program provides loans to parents of dependent undergraduate students, or dependent graduate students. The repayment period begins on the day of the last disbursement of the loan proceeds. Parents may be eligible for deferment, forbearance, and cancellation. Interest rate is fixed at 7.21%. PLUS Loans require a separate application. PLUS Loans must be paid back. Typical PLUS repayment plan sample as follows:

Principal	Repayment Period	Monthly Payments	Finance Charge at 7.21% Annual Rate	Total Payment
\$14,000	120 Months	\$164.00	\$5,680.00	\$19,680.00

PLUS loans are available through the Federal Direct Student Loan Program. Applicant cannot receive both Direct and FFEL Program loan for the same enrollment period.

CAMPUS BASED PROGRAMS

The school participates in the Federal Supplemental Educational Opportunity Grants (SEOG) and Federal Work Study (Sacramento location only). To be eligible for the programs, the student must demonstrate financial need, be eligible for Pell (SEOG) and demonstrate ability to maintain satisfactory academic progress (SAP). For more information on eligibility criteria, please visit our financial aid office.

OTHER SOURCES OF STUDENT AID

State Aid: For information on State Aid, obtain the address and telephone number of the State Agency by calling 1-800-433-3243.

BRIAN INGOLDSBY SCHOLARSHIP

Pinnacle College has budgeted \$50,000 in scholarship funds per campus for calendar year 2014 and 2015. To be considered for scholarship funding, applicants are required to write a minimum 500 word essay making a compelling argument for their need. A scholarship committee will assess the application and make a determination. The minimum scholarship award is \$100.00 and the maximum scholarship award is \$5,000.00. Typically, scholarship payments will be made at the beginning of each academic year. In order for students to be eligible for the second academic year scholarship disbursement, the students must have 85% cumulative attendance percentage and a 3.0 CGPA.

Make Music and Sound Your Business

HOW TO APPLY FOR FINANCIAL AID

After reading about student aid programs, complete the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov/>. Student/parent master promissory loan (MPN) applications and required entrance/exit counseling forms can be completed online at <https://studentloans.gov/myDirectLoan/index.action>. Carefully read and follow the instructions and return all application materials, if applicable, to Pinnacle College for processing. A student's file is complete when all required application materials and supplementary documents are received. All application materials are accepted and considered, as funds are available.

DEPENDENT VS INDEPENDENT STUDENT

Refer to "Funding Education beyond High School - The Guide to the FSA" available in Pinnacle College's financial aid office.

STUDENT ELIGIBILITY REQUIREMENTS

To receive aid from the major student aid programs, an applicant must have financial need (see below), except for some loan programs, have a high school diploma or a general education development (GED) certificate, pass an entrance exam, be enrolled as a regular student working toward a degree or certificate in an eligible program, be a U.S. citizen or eligible non-citizen, have a valid social security number, register (or have registered) for Selective Service (if required), and make satisfactory academic progress.

Moreover, you must sign a statement of educational purpose and a certification statement on overpayment and default (both found on the Free Application for Federal Student Aid (FAFSA)). In certain cases, students convicted of drug-related offenses while receiving financial aid, will lose their eligibility to receive federal financial aid for a period of time. When applicant's FAFSA is being processed, data matches with various government agencies will be made in order to confirm eligibility under some of the criteria. If applicant's status under these criteria is not confirmed, he/she will generally have at least 30 days to provide documentation to the institution to prove eligibility.

FINANCIAL AID ELIGIBILITY DETERMINATION

The school uses the U.S. Department of Education Federal Need Analysis Methodology to assess an applicant's need in accordance with pre-established student budgets. The applicant's income, net assets, dependency status, etc., are all considered to determine an "Expected Family Contribution," which is the amount he/she and his/her family can reasonably be expected to contribute to applicant's educational costs. This figure is subtracted from the appropriate "Student Budget," resulting in applicant's "Financial Aid Eligibility" or "Financial Need."

CRITERIA FOR SELECTING APPLICANTS

Since applicants enroll on a continuing basis, they are funded when eligible, and when funds are available. If several applicants enroll at the same time and there are insufficient funds, those with the greatest need will be funded first. Initial funding is based on exceptional need, with priority to receive FSEOG given to Pell Grant students.

FINANCIAL AID AWARD DETERMINATION

Applicants are offered financial aid award packages composed of grants and loans. The school determines which programs to include in his/her package, based on his/her need and the availability of funds. A financial aid notice of award will be provided to the applicant with a payment schedule. If there are special circumstances, they will be explained at this time. An applicant can accept or decline by signing and returning the notice to Pinnacle College.

STUDENT LOAN COUNSELING

The school provides loan counseling on a continual basis:

- Prior to enrollment to prospective students and their families
- At the start of the program (entrance interview)

- During (mid-point) the program (check delivery)
- At Graduation (exit interview)

Students attend loan counseling sessions to receive information about the source and amount of each type of aid offered, the method by which aid is determined, disbursed and applied to the student's account, the rights and responsibilities of the student associated with the student's enrollment and receipt of financial aid (including serious consequences of failing to pay back their loans) and more.

FEDERAL STUDENT AID (FSA) STUDENT LOAN OMBUDSMAN

If you are in a dispute about your federal student loan, contact the Ombudsman Group as a last resort. The Ombudsman Group is dedicated to helping resolve disputes related to direct loans, federal family education loan (FFEL) program loans, guaranteed student loans, and Perkins loans:

Online assistance: <http://studentaid.gov/repay-loans/disputes/prepare>
 Via Telephone: (877) 557-2575
 Via Fax: (202) 275-0549
 Via Mail U.S. Department of Education
 FSA Ombudsman Group
 830 First Street, N.E., Mail Stop 5144
 Washington, D.C. 20202-5144

PAYMENT PROCEDURE

The student's financial aid award will be applied toward tuition; funds are electronically delivered to Pinnacle College and credited to the student's account. For those who qualified, Pinnacle College will issue a check to the student in the amount of the award credited toward living expenses. The financial aid disbursement notice lists the student's payments and payment dates. Typically, payments will be made at the beginning and mid-point of the academic year (non-standard term programs) or at the beginning of each 10-week term for standard-term based programs. All weeks and units in non-standard terms must be completed before funds can be delivered for the next payment period. There is a 30-day delay for government student loan disbursements for new 1st time borrowers.

VERIFICATION

At random, the government may select a student's application to be reviewed in a process called "verification." If selected, the student will be required to submit a completed verification worksheet along with signed copies of his/her (his/her spouse's, his/her parent's) financial documents to Pinnacle College within a specified time period.

STUDENT FINANCIAL AID- VERIFICATION POLICIES AND PROCEDURES

The following is a step-by-step procedure to follow when verifying a student's SAR/ISIR:

1. Read Page I (Eligibility Letter) of the SAR/ISIR and follow the instructions
2. Verification of IRS income and tax data elements via the IRS Data Retrieval Tool (DRT) is the most accurate method of verifying the required data elements on the SAR/ISIR that are available on Federal Income Tax Returns. The IRS request field(s) on the ISIR must indicate a value of "02" in order to be acceptable for verification purposes. If the IRS request field shows "02," no further steps are required to complete verification of ISIR data that comes from the Federal Income Tax Return
3. If the IRS request field on the ISIR does not have a value of "02," **IRS Tax Account Transcripts** must be received and reviewed to verify the student's/spouse's and parent's (if dependent):
 - a. Adjusted Gross Income on the student's/spouse's/parent's 2011 Federal Income Tax Return to the AGI on the SAR/ISIR;
 - b. **Income Taxes Paid** on the student's/spouse's/parent's Federal Income Tax Return to "Tax Paid" on the SAR/ISIR ;
 - c. **Specific Untaxed Income Data Elements** on the student's/spouse's/parent's 2011 Federal Income Tax Return to

Make Music and Sound Your Business

the corresponding fields on the SAR/ISIR:

- i. Education Credits (student FAFSA #43a and ISIR Field 50; parent FAFSA #91a and ISIR Field #114);
- ii. IRA deductions and payments (student FAFSA #44b and ISIR Field 57; parent FAFSA #92b and ISIR Field #121);
- iii. Tax Exempt Interest Income (student FAFSA #44d and ISIR Field 59; parent FAFSA #92d and ISIR Field #123);
- iv. Untaxed Portions of IRA Distributions (student FAFSA #44e and ISIR Field 60; parent FAFSA #92e and ISIR Field #124);*
- v. Untaxed Portions of Pensions (student FAFSA #44f and ISIR Field 61; parent FAFSA #92f and ISIR Field #125)*

*NOTE: There is one case where a taxpayer may need to provide additional information to the FA Office regarding the data on the Tax Transcript. If need to modify all or a portion of pension because of a rollover, must submit written statement indicating the amount of the distribution that was excluded because it was an authorized IRS rollover. Statement must be signed and dated by the tax filer.

4. Beginning with the 2013-14 Award Year, the U.S. Department of Education provided new data items to be verified annually. The Department implemented customized verification selection criteria, called Verification Tracking Flags, V1-V5, which appear on the student's SAR/ISIR indicating what items a school must verify for the student
 - a. Verification Tracking Group V1: Standard Verification - Student must verify household size; number in college; tax account transcript, if not linked using the IRS Data Retrieval Tool-see #3 above for all items required to verify; SNAP, and child support paid Verification Tracking Group V2: Supplemental Nutrition Assistance Program Verification or SNAP (formerly known as the Food Stamp Program)-Student or member of student's household must certify benefits received from said program
 - b. Verification Tracking Group V3: Child Support Verification - Signed statement from student or parent listing name who paid the support, name of the child support recipient, name(s) of child or children for whom support was paid, amount of support paid during the calendar year
 - c. Verification Tracking Group V4: Custom Verification – Student must verify SNAP; child support paid; documentation of a high school diploma or recognized equivalent; Identity and Statement of Educational Purpose. The student must appear in person at Pinnacle College to verify his or her identity by presenting valid government-issued photo identification, such as, but not limited to, a driver's license or other state-issued ID card, passport, or military ID. The school will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at Pinnacle College authorized to collect the student's ID. In addition, the student must sign, in the presence of Pinnacle College official, a Statement of Educational Purpose verifying federal student financial assistance funds will only be used for educational purposes and to pay the cost of attending Pinnacle College. If the student is unable to provide the valid government-issued ID and Statement of Educational Purpose in person, the student must prove a copy of said ID that is acknowledged in a notarized statement along with the original notarized Statement of Educational Purpose provided by Pinnacle College
 - d. Verification Tracking Group V5: Aggregate Verification - Student must provide all verification items listed in Verification Tracking Groups V1 through V5
 - e. Verification Tracking Group V6: Household Resources
5. Notes:
 - a. All sections of the Verification Worksheet must be completed and signed by the student (spouse signature, if applicable, is optional) at least one parent of the dependent student (whose income s reported on the SAR/ISIR);
 - b. No Federal Direct Loan funds can be disbursed without a SAR/ISIR;
 - c. Students applying for a Federal Direct Loan must meet all eligibility requirements (citizenship, Selective Service, etc.) and have completed all verification requirements before a Direct Loan record may be originated;
 - d. Although verification is not required for PLUS or Unsubsidized Loans, the student must still complete a FAFSA and meet all citizenship, Selective Service, and all other eligibility requirements;
 - e. Rarely will a paper tax return be acceptable for verification purposes

Make Music and Sound Your Business

UNUSUAL ENROLLMENT HISTORY FLAG - “C” CODE ON THE ISIR

The unusual enrollment history (UEH) flag was created to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. The UEH flag indicates whether the student has an unusual enrollment history with regard to the receipt of Federal Pell Grant funds and is intended to address possible fraud and abuse in the Title IV student aid programs. The specific enrollment pattern Pinnacle College is concerned about is the one where the student attends an institution long enough to receive Title IV credit balance funds, leaves without completing the enrollment period, enrolls at another institution, and repeats the pattern of remaining long enough to collect another Title IV credit balance without having earned any academic credit.

Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires a review to determine whether there are valid reasons for the unusual enrollment history.

UEH FLAG VALUES:

Values of ‘N’ indicate that there is no unusual enrollment history and no action is required by the institution.

Values of ‘2’ generate a ‘C’ code; an example would be when the student received Pell Grant funds at three institutions over two award years; institutions must review the student’s prior enrollment and financial aid records to determine if, during the three award year review period, the student received a Pell Grant at the institution that is performing the review. If so, no additional action is required unless the institution has reason to believe that the student is one who remains enrolled just long enough to collect student aid funds. In this case, the institution must follow the guidance that is provided below for UEH Flag of ‘3’.

Values of ‘3’ generate a ‘C’ code; an example would be when the student received Pell Grant funds at three or more institutions in one award year; institutions must review the student’s academic records to determine if the student received academic credits during the three award year review period. Using information from NSLDS, the institution must identify the institutions where the student received Pell Grant funding over the past three award years. Based upon academic transcripts, the institution must determine for each of the previously attended institutions whether academic credit was earned during the award year in which the student received Pell Grant funds. Academic credit is considered to have been earned if the academic records show that the student completed the credit hours or clock hours.

ACADEMIC CREDIT EARNED: If the institution determines that the student earned any academic credit at each of the previously attended institutions during the relevant award years, no further action is required unless the institution has other reasons to believe that the student is one who enrolls just to receive the credit balance. If it is determined that academic credit was not earned at one or more of the institutions, the institution must follow the below Academic Credit Not Earned guidance.

ACADEMIC CREDIT NOT EARNED: If the student did not earn academic credit at a previously attended institution, the institution must obtain documentation from the student explaining why the student failed to earn academic credit. The institution must determine whether the documentation supports (1) the reasons given by the student for the student’s failure to earn academic credit; and (2) that the student did not enroll only to receive credit balance funds. These reasons can include illness, family emergency, student moved, and military obligations. The institution should obtain third party documentation to support the student’s claim. In other instances, the student may present academic reasons to explain the failure to earn academic credit. Much like the exercise of professional judgment, the F/A administrator determines whether the circumstances of the failure to receive academic credit, as evidenced by the student’s academic records and other documentation, support the continuation of Title IV funds. These institutional determinations are final and not appealable to the Department, and the reasons for the decision must be documented and maintained for review.

APPROVAL OF CONTINUED ELIGIBILITY: If the institution approves the student’s continued eligibility, the financial aid administrator

may choose to require the student to establish an academic plan.

DENIAL OF CONTINUED ELIGIBILITY: If a student did not earn academic credit at one more of the relevant institutions and does not provide an acceptable explanation/documentation, the institution must deny the student any additional Title IV program assistance. The student must be provided with an opportunity to question an appeal the decision, consistent with the opportunities to question and appeal similar F/A determinations at the institution such as SAP and professional judgment decisions.

REGAINING AID ELIGIBILITY: If the institution denies a student continued Title IV program assistance, it must provide the student with information as to how the student may subsequently regain Title IV program eligibility. Since the basis for the denial is the student's academic performance, it is expected that successful completion of academic credit would form the basis for the student's sequent request for renewal of Title IV program eligibility. This could include meeting the requirements of an academic plan that the institution established with the student. If the student meets the institution's standards to regain eligibility, that eligibility would be effective under the same provisions that apply when a student gains/regains eligibility under other student eligibility requirements. For the Pell Grant and campus based aid programs, eligibility begins with the payment period in which the student met the eligibility. For direct loans, it is retroactive to the beginning of the enrollment period.

SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

Students who receive financial aid must maintain satisfactory progress. See Pinnacle College's policies for the description of the satisfactory academic progress standards. Students not maintaining satisfactory progress will be terminated from financial aid programs and will receive no additional financial assistance until he/she is reinstated. Students may appeal termination by submitting a written request to Pinnacle College. Pinnacle College will decide whether or not to honor the appeal. Upon review of student's ledger account, FA history, and the student's academic record, if it is determined that ineligible Title IV funds were disbursed, Pinnacle College must return said funds within 30 days from date of determination or the date funds were credited to student's account, whichever is later.

TERMINATION AND APPEAL PROCESS

Students not maintaining satisfactory progress will be terminated from financial aid programs and will receive no additional financial assistance until he/she is reinstated. Students may appeal termination by submitting a written request to Pinnacle College. Pinnacle College will decide whether or not to honor the appeal. (See Education Policy).

SCHOOL TUITION REFUND POLICY

The student has the right to withdraw at any time. If a student wishes to withdraw, a signed dated withdrawal notice indicating the date of withdrawal must be delivered to Pinnacle College. Once the student is determined to have withdrawn, Pinnacle College will calculate and remit any applicable refund (See Education Policy).

STUDENT PAYMENT POLICY

Disbursements of Pell, FSEOG, and Perkins made directly to the student, for the student, must repay living expenses not yet incurred at the time of withdrawal. The student is only allowed to retain the portion of the living expenses (room and board, miscellaneous, transportation) allotted to the student equal to the portion of the period of enrollment that has been completed by the student on the last recorded day of attendance. For example, if the student's allotted living expenses were \$3,000.00 for a period of enrollment and the student withdrew after completing 40% of the enrollment period, the student could retain only 40% of the \$3,000.00, which would equal \$1,200.00. If the total Pell, FSEOG, and Perkins disbursements made directly to the student for living expenses exceeded the \$1,200.00, the student must repay the excess amount. (If the repayment owed is \$100.00 or less, the student is not required to repay it.) Repayments are to be made in the following order: Perkins Loans, Pell, and FSEOG.

CONFIRMATION OF ELIGIBLE NON-CITIZEN STATUS

Financial aid applicants reporting non-citizen status will be processed through an electronic match between the Department of Education (ED) and United States Citizenship and Immigration Services (USCIS) in order to confirm their non-citizen eligibility. If a

Make Music and Sound Your Business

match is not achieved, the student will be required to submit copies of eligible non-citizen documents to Pinnacle College within a specific time frame so that they may be forwarded on to Department of Homeland Security, U.S. Citizenship and Immigration Services for secondary confirmation.

STUDENT FINANCIAL AID CONFIRMATION POLICY FOR ELIGIBLE NON-CITIZENS

Pinnacle College has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, Pinnacle College will initiate the secondary confirmation process.

ALL STUDENTS WHO INDICATE AN ELIGIBLE STATUS BUT WHOSE ELIGIBLE STATUS IS NOT CONFIRMED BY THE U.S. DEPARTMENT OF EDUCATION'S (ED) CENTRAL PROCESSING SYSTEM OUTPUT DOCUMENT, WILL BE GIVEN A COPY OF THESE PROCEDURES.

- Students have 30 days from the later of the date the students receives this document, or the date Pinnacle College receives ED's Central Processing System output document, to submit documentation for consideration of eligible non-citizen status
- Failure to submit the information by the deadline prevents Pinnacle College from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds
- Pinnacle College will not make the decision regarding "eligible non-citizen" status without the student having the opportunity to submit documentation supporting a claim of eligibility
- Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be official documents from the U.S. Citizenship and Immigration Service (USCIS). In order to initiate the required process, students must submit USCIS documents which are legible and which demonstrate the latest status with USCIS
- Pinnacle College will initiate secondary confirmation within 10 business days of receiving both ED's Central Processing System output document and the student's immigration status documents
- Students will be provided and instructed to use the applicable address listed on USCIS' Website at Direct Filing Addresses for Form G-845 to determine where they must submit the latest Form G-845
-

STUDENT FINANCIAL AID VERIFICATION POLICIES AND PROCEDURES

Pinnacle College has developed the following policies and procedures for the verification of information provided by applicants for federal student financial aid under the Title IV programs. The purpose of verification is to ensure that the federal income tax return data and other required documentation match the information on the Pinnacle College student information record (SAR/ISIR). A SAR/ISIR has been selected for verification if there is an asterisk (*) next to the expected family contribution (EFC).

- Only those students who are selected for verification by the U.S. Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a Federal Tax Return Transcript (and a
- Federal Tax Account Transcript if an amended tax return was filed) from the prior year. Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status. Beginning in the 2012-13 Award Year, all applicants selected for verification must complete verification before any professional judgment (PJ) adjustments are made to the FAFSA or COA. The results of verification cannot be submitted on the same day
- No Federal Pell Grant, campus-based aid, or Federal Direct Subsidized Stafford Loan funds will be disbursed prior to the completion of verification (see exclusions #8 below)
- A Federal Direct Stafford Loan will not be originated until all verification has been completed
- Students eligible to receive a Pell Grant, campus-based aid, or a subsidized direct loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around the end of September), whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with Pinnacle College for payment of all tuition and fees due or risk termination from school. After the aforementioned period, all financial aid that might have been due is forfeited
- All students will be notified on a timely basis if they have been selected for verification and what supporting documentation

Make Music and Sound Your Business

is required. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. Pinnacle College will notify the student of the result of the verification process and any other documentation needed. Pinnacle College will assist the student in correcting any information that is inaccurate and will notify any student via award letter if an award changes. Pinnacle College will use as its reference the most recent Verification Guide supplied by ED

- If the student receives an overpayment based on providing inaccurate or conflicting information on any application, and refuses to correct the information or repay the Federal funds after being counseled by the institution, Pinnacle College will refer the case to ED for resolution. Unless required by the ED, no federal financial aid will be disbursed to the student
- The financial aid file must be documented with the date that verification is completed.
- Verification Exclusions: No verification is required if applicant is eligible to receive only unsubsidized aid; received no aid for reasons other than failure to complete verification; transfer student already completed verification for the award year at a prior school (current school to collect statement from prior school, providing transaction number of applicable ISIR); or death of applicant. Not required to verify FAFSA information for parents of dependent student or spouse of independent student if parents/spouse reside outside U.S. and cannot be contacted by normal means of communication; cannot be located because contact information is unknown and cannot be obtained; mentally incapacitated; or deceased (spouse)
- Verification—Marital Status: The FAFSA must reflect accurate household size, number in college, dependency status and family financial information. Beginning in the 2012-13 Award Year, this may require the student to update the FAFSA if change in marital status is necessary to address an inequity or reflect more accurately ability to pay. This is not considered a Professional Judgment and may be done at Pinnacle College's option, on an individual student basis. Marital status may not be projected on the FAFSA.

EMPLOYMENT STATISTICS

Employment/completion statistics are noted in the school performance fact sheet (SPFS) given upon enrollment. Upon successful completion of their courses, graduates will be ready for an entry level position in their chosen field and they will be provided job counseling and job placement assistance. Although every effort will be made to assist graduates with job placement, Pinnacle College in no way implies that students' job placement are guaranteed. Upon enrollment, Pinnacle College shall disclose each year not later than September 1 for each succeeding group of students who completed or graduated within 150% of the normal time for completion or graduation from their programs as of August 31 of the preceding year.

CRIME AWARENESS AND CAMPUS SECURITY PROGRAM

Pinnacle College prepares, publishes and distributes information regarding its Crime Awareness and Campus Security Program to all current students and employees upon enrollment/ employment and to any applicant for enrollment or employment, upon request.

REFERRALS FOR FRAUD AND CRIMINAL ACTIVITY

If Pinnacle College has any information indicating that an applicant for Title IV program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application, it must be referred to the Office of Inspector General of the Department of Education, or, if more appropriate, to a state or local law enforcement agency with jurisdiction to investigate the matter. In addition, the institution-is required to report to the Office of Inspector General for each calendar year all referrals made to the state or local law enforcement agencies under this paragraph for that calendar year.

Make Music and Sound Your Business

Consumer Information



Make Music and Sound Your Business



CONSUMER INFORMATION

DRUG AND ALCOHOL ABUSE PROGRAM

Information regarding drug and alcohol abuse programs available to all students and employees may be obtained from Pinnacle College's financial aid officer.

DRUG PREVENTION PROGRAM

This school participates in a Drug Prevention Program which has zero tolerance for the unlawful possession, sale, or use of illicit drugs and alcohol by students and employees on or off campus during school hours. Engagement in any of the prohibited activities will result in immediate termination and/or referral for prosecution.

In certain cases, students convicted of drug-related offenses, while receiving financial aid, will lose their eligibility for a period of time. If applicants/students have any questions regarding this policy, they must refer to the free application for federal student aid (FAFSA).

STANDARDS OF CONDUCT

The Drug and Alcohol Abuse Prevention Program policy applies to all students and employees. The unlawful possession, use, or distribution of illicit drugs and alcohol are strictly prohibited at Pinnacle College.

INSTITUTIONAL SANCTIONS

Pinnacle College will notify the student or employee, in writing, if Pinnacle College becomes aware of any violation of this policy. If an employee is convicted of a drug charge, the employee must notify Pinnacle College within five (5) days. Then Pinnacle College must notify the Department of Education within ten (10) days.

Staff and students who violate these standards of conduct subject themselves to disciplinary action. As per Pinnacle College's zero tolerance policy, immediate termination of enrollment (or employment) will result, with no appeal, from the possession, dispensing, or use of alcohol or illicit drugs on or off campus during school hours.

LEGAL SANCTIONS (FEDERAL, STATE, AND LOCAL)

There are numerous legal sanctions under local, state, and federal laws, which can be used to punish violators. Penalties range from suspensions, revocation, denial of a drivers license, and/or 20-50 years imprisonment at hard labor without benefit or parole. Property may be seized. Community services may be mandated.

Federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health care, disability, and veteran benefits.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigations, and the U.S. Coast Guard.

LOSS OF ELIGIBILITY

A federal or state drug conviction can disqualify a student for FSA funds. Students lose their eligibility if they were convicted for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. If the conviction was reversed, set aside, or removed from the student's record, or if the conviction occurred while the student was a juvenile (unless s/he was tried as an adult) it will not affect student's eligibility.

Make Music and Sound Your Business

If students lose their financial aid eligibility, Pinnacle College will notify them of their status in writing in a clear and conspicuous memo. It will also notify the students of how they can regain their eligibility.

HEALTH RISKS ASSOCIATED WITH USE AND ABUSE

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system, and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States.

Drugs can be highly addictive and injurious to the body, as well as one's self. People tend to lose their sense of responsibility and coordination. Restlessness, irritability, anxiety, paranoia, depressions, acting slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsions, or even death can result from overuse or abuse of drugs.

DRUG AND ALCOHOL CONSELING TREATMENT AVAILABILITY

- **The National Institute On Drug Abuse Hotline**
Information and referral line that directs callers to treatment centers in the local community, 800-662-HELP or visit www.findtreatment.samhsa.gov
- **The National Institute on Drug Abuse Workplace Helpline**
A line that provides information only to private entities about workplace programs and drug testing. Proprietary, not public, postsecondary schools may use this line: 800-843-4971
- **The National Clearinghouse for Alcohol and Drug Information**
Information and referral line that distributes Department of Education publications about drug and alcohol prevention programs, as well as, material from other federal agencies: 800-729-6686 or 301-468-2600
- **The Network of Colleges/Universities Committed to the Elimination of Drug/Alcohol Abuse**
Established as a joint effort of the Department of Education and the higher education community to develop a response to alcohol and other drug problems on campus, including a set of standards for education programs, assessment techniques, and enforcement procedures. Information can also be provided about training and conferencing activities, and regional members of the network: 202-357-6206
- **Department of Education Regional Centers Drug-Free Schools and Communities**
Assist schools and other entities in developing prevention programs by providing training and technical assistance (Southeast Region: 404-688-9227)

Make Music and Sound Your Business