

# RRFC®

RECORDING RADIO FILM CONNECTION & CASA SCHOOLS

## CATALOG

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Illinois



**Recording, Radio, Film Connection & CASA Schools  
Online Education & Administrative Offices**

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## **ABOUT RECORDING RADIO FILM CONNECTION & CASA SCHOOLS**

### **CATALOG**

At the time this catalog was produced, every effort was made to assure its accuracy. However, in keeping with the commitment of Recording Radio Film Connection & CASA Schools to its students, the school reserves the right to make suitable changes in faculty, curriculum, courses, schedules, requirements, tuition, fees and policies and procedures. Please contact the appropriate department for current information of any special requirements.

Recording Radio Film Connection & CASA Schools will honor all provisions involving School responsibilities to the student as stated within the signed Enrollment Agreement.

An online version of this catalog is updated on Recording Radio Film Connection & CASA Schools website at <https://www.rfedu.com/consumer-disclosures/>

This catalog was prepared by administrative members of Recording Radio Film Connection & CASA Schools. The information contained herein is published June 23, 2021, Volume III.

### **ADDENDUM**

The addendum will be updated regularly to accommodate changes in official school holidays, Faculty/Academic Facilitator listing, tuition and fees, and other relevant information.



## WELCOME LETTER

Welcome to the Recording Radio Film Connection & CASA Schools (RRFC). We are delighted you are considering a future career in music, film, radio, TV or the culinary arts, the programs offered at RRFC serve these professional industries. We offer a non-traditional method of distance education delivery coupled with a **REAL WORLD APPROACH TO EDUCATION** that is designed to launch your career.

Our staff and Mentors offer more than thirty years of experience facilitating **REAL WORLD APPROACH TO EDUCATION** within a learning environment which has promoted hundreds of successful graduates. **WE ARE REAL WORLD EDUCATION PROVIDERS.**

We provide focused educational programs by selecting professional academically prepared faculty, your Academic Facilitator , who are equipped with industry experience and expertise. While our faculty helps you academically progress through our curriculum, you are placed in an externship experience with a Mentor in the **REAL WORLD** who shares the same passion as you while demonstrating skills in an active and unique independently owned and operated business setting.

Depending upon your program selection, you will be assigned to a professional, independently owned and operated, recording studio/film production company/radio station/restaurant kitchen.

You are assigned an Academic Facilitator on day one of your program. You will be matched with a Mentor in an externship environment that provides industry current practices and equipment providing you with an opportunity to prepare for the **REAL WORLD** while pursuing gainful employment within a competitive market.

James Petulla  
President and Chief Executive Officer

Brian Kraft  
Chief Operating Officer and Chief Academic  
Officer

# **INTRODUCTION TO RECORDING RADIO FILM CONNECTION & CASA SCHOOLS**

## **MISSION**

Recording Radio Film Connection & CASA Schools is dedicated to providing career-focused, post-secondary educational programs that are structured for online delivery with an industry focused externship to serve our diversified student population. Students are prepared for professional opportunities and career success in the fields of recording, radio, film, and culinary arts.

## **OBJECTIVE**

Recording Radio Film Connection & CASA Schools (RRFC) programs are consistent with the School's mission in that they provide career focused programs with an industry focused externship that prepares our students for work in their respective fields.

## **INTRODUCTION**

Recording Radio Film Connection & CASA Schools (hereinafter referred to as School) offers training that may lead to careers in the recording, film, broadcasting, and culinary industries using industry current equipment and qualified, approved Mentors. All students providing services at an Externship Location shall be, at all times, unpaid externs. Mentors shall be duly certified or otherwise qualified to participate in the Externship Experience at Externship Location as part of the Program. RRFC shall instruct its Mentor to perform their duties and services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of applicable regulatory bodies and the bylaws, rules and regulations of Externship Locations and any rules and regulations of RRFC as may be in effect from time to time.

Recording Radio Film Connection & CASA Schools is a DBA of Recording Radio Film Connection, INC. Recording Radio Film Connection & CASA Schools' Online Education & Administrative Offices are located at 6300 Wilshire Blvd., Suite 640, Los Angeles, CA 90048.

## **OUR TRADITION**

Recording Radio Film Connection & CASA Schools has a long tradition of preparing students for careers by providing a challenging educational environment that responds to changing technologies and the needs of the marketplace. The school has a proud history of providing graduates with the creative and technical skills demanded by today's employers.

## **EXTERNSHIP LOCATIONS**

Each externship location provides quality educational technology and resources specifically chosen to support the programs of study offered at that location. A recording studio, film production company or restaurant (as applicable) will provide the externship portion of the program. Such facilities will contain industry current equipment to support the educational programs.

Recording Radio Film Connection & CASA Schools continues a proactive search to find externship locations with facilities that complement our educational programs.

## **SCHOOL LICENSING, AFFILIATIONS AND ENDORSEMENTS**

### **LICENSING**

Recording Radio Film Connection & CASA Schools is licensed by the Arizona State Board for Private Postsecondary Education.

Recording Radio Film Connection & CASA Schools is licensed by the State of California, Bureau for Private Postsecondary Education (BPPE) (<https://www.bppe.ca.gov>).

Upon approval - Recording Radio Film Connection & CASA Schools is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

Recording Radio Film Connection & CASA Schools is licensed by the Kentucky Commission on Proprietary Education.

Recording Radio Film Connection & CASA Schools is licensed by the State of Michigan, Department of Licensing and Regulatory Affairs.

Recording Radio Film Connection & CASA Schools is approved by the Ohio State Board of Career Colleges and Schools, registration #2143.

Recording Radio Film Connection & CASA Schools is approved by the Oregon Higher Education Coordinating Commission.

Recording Radio Film Connection & CASA Schools is authorized for operation as a postsecondary education school by the State of Tennessee, Higher Education Commission.

Recording Radio Film Connection & CASA Schools is licensed by the State of Wisconsin, Educational Approval Board.

### **AFFILIATIONS**

Recording Radio Film Connection & CASA Schools is accredited by the Better Business Bureau (BBB). BBB has determined that Recording Radio Film Connection & CASA Schools meets BBB accreditation standards, which include a commitment to make a good faith effort to resolve any consumer complaints. BBB Accredited Businesses pay a fee for accreditation review/monitoring and for support of BBB services to the public.



Recording Radio Film Connection, Inc. BBB ACCREDITATION SINCE 05/30/2014

## ENDORSEMENTS

SPARS – Society of Professional Audio Recording Services

ASM – Arts Schools Network

NAMM – National Association of Music Merchants

NAB – National Academy of Broadcasting

Pensado's Place

Dr. Drew

Larry King

Sandy Stern

David Lynch

Hans Zimmer

Warren G

Common

Nikki Sixx

Grammys – Partner

Produce like a Pro (Warren Huart)

Vintage King Audio

Team Backpack

## **PROGRAMS OFFERED**

### **RECORDING CONNECTION**

Recording Connection for Audio Engineering & Music Production  
Recording Connection for Advanced Audio Engineering & Music Production  
Recording Connection for Ableton Electronic Music Production  
Recording Connection for Advanced Ableton Electronic Music Production

### **PROGRAM ALIGNMENT OF CIP AND SOC CODES**

*2020 National Center for Education Statistics' Classification of Instructional Programs (CIP) codes and the U. S. Department of Labor's Standard Occupational Classification (SOC) codes.*

#### **RECORDING CONNECTION FOR AUDIO ENGINEERING & MUSIC PRODUCTION, 200 Hours**

##### **CIP Code: 15.0307 Audio Engineering Technology/Technician**

**Definition:** A program of study that prepares individuals to apply mathematical and scientific principles to the mixing, recording, and production of music. Includes instruction in acoustics, audio mixing, audio production, audio recording, computer composition of music, music theory, digital devices, and sound technology.

The following **SOC codes** have been identified for the Recording Connection for Advanced Audio Engineering & Music Production program:

27-2091	Disc Jockeys, Except Radio
27-4014	Sound Engineering Technicians
27-4011	Audio and Video Technicians
27-2041	Music Director and Composer

#### **RECORDING CONNECTION FOR ADVANCED AUDIO ENGINEERING & MUSIC PRODUCTION, 200 Hours**

##### **CIP Code: 15.0307 Audio Engineering Technology/Technician**

**Definition:** A program of study that prepares individuals to apply mathematical and scientific principles to the mixing, recording, and production of music. Includes instruction in acoustics, audio mixing, audio production, audio recording, computer composition of music, music theory, digital devices, and sound technology.

The following **SOC codes** have been identified for the Recording Connection for Advanced Audio Engineering & Music Production program:

27-2091	Disc Jockeys, Except Radio
27-4014	Sound Engineering Technicians
27-4011	Audio and Video Technicians
27-2041	Music Director and Composer

## **RECORDING CONNECTION FOR ABLETON ELECTRONIC MUSIC PRODUCTION, 240 Hours**

### **CIP Code: 10.0203 Recording Arts Technology/Technician**

**Definition:** A program that prepares individuals to apply technical knowledge and skills to the production of sound recordings as finished products or as components of film/video, broadcast, live, or mixed media productions. Includes instruction in sound equipment operation and maintenance; music, dialogue, and sound effects recording; soundtrack editing; dubbing and mixing; sound engineering; tape, disk, and CD production; digital recording and transmission; amplification and modulation; and working with producers, editors, directors, artists, and production managers.

The following **SOC codes** have been identified for the Recording Connection for Ableton Electronic Music Production program:

27-2091	Disc Jockeys, Except Radio
27-4014	Sound Engineering Technicians
27-2041	Music Director and Composer
27-4011	Audio & Video Technicians
27-4012	Broadcast Technicians

## **RECORDING CONNECTION FOR ADVANCED ABLETON ELECTRONIC MUSIC PRODUCTION, 360 Hours**

### **CIP Code: 10.0203 Recording Arts Technology/Technician**

**Definition:** A program that prepares individuals to apply technical knowledge and skills to the production of sound recordings as finished products or as components of film/video, broadcast, live, or mixed media productions. Includes instruction in sound equipment operation and maintenance; music, dialogue, and sound effects recording; soundtrack editing; dubbing and mixing; sound engineering; tape, disk, and CD production; digital recording and transmission; amplification and modulation; and working with producers, editors, directors, artists, and production managers.

The following **SOC codes** have been identified for the Recording Connection for Advanced Audio Engineering & Music Production program:

27-2091	Disc Jockeys, Except Radio
27-4014	Sound Engineering Technicians
27-2041	Music Director and Composer
27-4011	Audio & Video Technicians
27-4012	Broadcast Technicians

## **TRAINING, EQUIPMENT AND EXTERNSHIP**

### **INSTRUCTIONAL DELIVERY**

Recording Radio Film Connection & CASA Schools uses a blended education model.

Students' complete coursework online at a location of their choosing, while simultaneously completing an externship at an assigned professional industry related private place of business. As such, there are no facilities except the Online Education and Administrative Offices located at 6300 Wilshire Blvd., Suite 640, Los Angeles, CA 90048.

Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test by the Academic Facilitator. Computerized grading provides immediate scoring of the test and is available to the student at that time. Practical assignments are required during the externship to determine level of

achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student.

The schedule for the externship component of the training is determined by the student and externship Mentor.

## **EQUIPMENT & SUPPLIES**

Below is a list of materials used for programs at Recording Radio Film Connection & CASA Schools. The materials are provided directly by the school to the student as part of Associated Fees.

### Recording Connection for Audio Engineering & Music Production:

- Pro Tools 12, Logic Pro X or Ableton Live Suite 9
- Recording Connection Course Curriculum [eBook Format]
- *The Recording Connection Audio Institute Basic Audio Engineering* Digital eBook, Written by Doug Boulware, Zack Phillips

### Recording Connection for Advanced Audio Engineering & Music Production:

- Drumagog 5 (or latest version)
- Auto-Tune 7 (or latest version)
- *The Recording Connection Advanced Audio* Digital eBook, Written by Michael Vail Blum

### Recording Connection for Ableton Electronic Music Production:

- Ableton Live Suite 9
- *The Recording Connection Ableton Electronic Music Production – 24 Week Course* Digital eBook, Written by Brian Jackson, Tony Grund, Ryan Kull

### Recording Connection for Advanced Ableton Electronic Music Production:

- Ableton Live Suite 9
- *The Recording Connection Ableton Electronic Music Production – 36 Week Course* Digital eBook, Written by Brian Jackson, Tony Grund, Ryan Kull

## **SCHOOL GOVERNANCE AND ADMINISTRATION**

### **STATEMENT OF OWNERSHIP – LEGAL CONTROL**

Recording Radio Film Connection, Inc. d/b/a Recording Radio Film Connection & CASA Schools is a California corporation established in December 2011. Mr. James Petulla is the sole owner and serves as President and Chief Executive Officer.

#### *The officers of the school are:*

**James Petulla – President and Chief Executive Officer** – refers to the person primarily responsible for the overall administration and fiscal health of Recording Radio Film Connection & CASA Schools, including the supervision of the Chief Operating Officer.

**Brian Kraft - Chief Operating Officer and Chief Academic Officer** – refers to the person primarily responsible for the administration of the Recording Radio Film Connection & CASA Schools business

operation, including finances, management, personnel, and contracting for goods, services, or property. In addition, refers to the person responsible for academic affairs to include supervision of Academic Facilitators, development of educational programs and curricula, and implementation of the School's mission, purposes, and objectives.

## **STUDENT CONDUCT AND ADMINISTRATIVE ACTIONS**

### **ACADEMIC HONESTY**

All students of Recording Radio Film Connection & CASA Schools are expected to act with civility and personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which all can succeed through their own efforts. An environment of academic integrity is requisite to respect for self and others and a civil community.

Academic integrity includes a commitment to not engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons' work as one's own, using internet sources without citation, taking, or having another student take your exam, tampering with the work of another student, facilitating other students' acts of academic dishonesty, etc.

Depending on the severity of the offense, sanctions for breaches in academic integrity may range from an "F" grade on an assignment to termination from the school.

### **STUDENT CONDUCT**

Recording Radio Film Connection & CASA Schools expects the students to conduct themselves in a respectful manner that is conducive to learning. Daily interactions with Mentors, Academic Facilitator, and fellow peers, and staff should demonstrate the traits of good behavior and positive judgment of student conduct.

- Be polite and use appropriate language. No cursing, bullying, or any form of harassment is tolerated.
- Be considerate of others and do not waste school resources.
- Do not make harassing or discriminatory remarks.
- Do not transmit obscene or threatening materials.
- Do not come on externship location under the influence of, possession of, or attempt the sale of alcohol or drugs. This is strictly prohibited and may result in administrative actions to include termination.
- Do not engage in inappropriate public displays of affection or unprofessional conduct or behavior.

Unprofessional conduct rules are intended to protect students and the public from incompetent, unethical or illegal conduct. At the discretion of Recording Radio Film Connection & CASA Schools, an active student convicted of a misdemeanor or a felony while enrolled is subject to Administrative Action of Termination.

Recording Radio Film Connection & CASA Schools reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in judgment of Mentor and/or staff, a



student's conduct disrupts or threatens to disrupt the externship setting, and/or activities provided by the Academic Facilitator s or career services the appropriate Administrative Action will be taken to restore order to include advising, suspension, probation, or termination.

## **ADMINISTRATIVE ACTIONS – ADVISING, SUSPENSION, PROBATION and TERMINATION**

Recording Radio Film Connection & CASA Schools describes “Administrative Actions” as Advising, Suspension, Probation and Termination. Depending upon the severity of the violation and repeated offenses the most punitive Administrative Actions may be invoked.

Advising becomes necessary when a student has committed any violation of the rules or policies as stated in the catalog. The student will meet with their Academic Facilitator to discuss the violation. This advising session will be documented. No further action will be required at this point. This advising will give the student an opportunity to correct their behavior and/or violation to the School's policies. If the behavior or violation is repeated the student will then be subject to advising, suspension, probation, or termination.

Causes for suspension and termination include, but are not limited to, poor academic progress, poor attendance, and insubordination to Mentors and staff members, cheating, disrespectful or unruly behavior, possession or use of alcoholic beverages on externship sites, use of illegal drugs, stealing, and malicious or willful destruction of externship property. Possession of illegal drugs or firearms at the facility or place of externship will be grounds for permanent termination from the school.

## **ADMISSION INFORMATION**

### **ADMISSIONS POLICY**

Admission into any of the programs requires that the applicant:

1. Has a high school diploma or equivalent.  
*Recognized equivalent of secondary education includes a GED, a DD214 that indicates high school equivalency, a degree issued to the student that indicates high school graduation on the transcript, or completion of a bachelor's degree.*
2. For applicant not possessing a high school diploma or equivalent, they may pursue the Ability to Benefit entrance requirements as noted on page 16.
3. Complete an interview with an admissions representative.
4. Complete an interview with the potential Mentor for the program selected.
5. Complete the Grant and Scholarship Application.
6. Complete an Enrollment Agreement.
7. For Recording Connection for Advanced Audio Engineering & Music Production program only: Submit documentation of education and/or experience, as applicable in the audio engineering and music production field to be considered for acceptance into the advanced program. Based upon review of documentation and advanced standing the applicant will receive a pro-rated tuition based upon successful completion of coursework.

Recording Radio Film Connection & CASA Schools does not discriminate or harass on the basis of race, religion, color, gender, sex, sexual orientation, sexual identity, gender identity, transgender identity, gender

expression, genetic information, national origin, ancestry, citizenship status, uniformed service member status, veteran's status, military status, marital status, pregnancy, age, medical condition, disability, or any other consideration made unlawful by protected by the state, local or federal law, in our programs and activities

### **ADMISSIONS PROCEDURE**

Admission procedures include a phone interview with an admissions representative to review goals, programs offered, school policies and procedures, school performance fact sheets, pre-enrollment checklist and graduation requirements. Each prospective student must provide:

1. Documentation of prior education as outlined in the Admissions Policy.
2. Obtain the required entrance score for the Ability to Benefit assessment.
3. Complete Financial Planning session. Determine if the applicant is awarded a grant, scholarship.
4. Complete an interview with the potential Mentor.
5. For Recording Connection for Advanced Audio Engineering & Music Production and Recording Connection for Advanced Ableton Electronic Music Production programs only: Submit documentation of education and/or experience in the field to date.

A student is considered accepted upon receipt of an enrollment agreement signed by the appropriate school official. Once the student's enrollment agreement is signed, and tuition is paid, the student then receives a call from their Academic Facilitator for their orientation.

### **ABILITY-TO-BENEFIT**

Recording Radio Film Connection & CASA Schools admits Ability-To-Benefit (ATB) students. An ATB student is a student who has not provided proof of receiving a high school diploma or equivalency, but who has demonstrated by successfully passing an ability-to-benefit assessment that the student possesses the cognitive or physical skills needed to benefit for a certificate program. ATB applicants who take the Wonderlic Basic Skills Test (WBST) must achieve a verbal score of no less than 200 and a quantitative score of no less than 210 in the same test administration. In the event the applicant achieves the required score on one part of the test and fails to achieve the required score on the second part, the applicant may retest on the part failed. Applicants are not charged for the administration of the initial assessment.

Retests should be conducted on an alternate test form and may be taken on the same day. An applicant will be given a thirty-minute break prior to resting. ATB applicants who take the Wonderlic Basic Skills Test (WBST) must achieve a verbal score of no less than 200 and a quantitative score of no less than 210 in the same test administration. An applicant not achieving the required verbal score and quantitative score will not be admitted and will become eligible to retake the WBST in sixty days from the original testing date.

### **CRIMINAL CONVICTIONS**

Applicants to Recording Radio Film Connection & CASA Schools may be subject to a criminal background check. A felony conviction under 7 years of age will prohibit admission of a student to Recording Radio Film Connection & CASA Schools. Additionally, admission will be denied in certain programs based on convictions for theft, drugs, or violent crimes as defined below. In the event an applicant is not truthful and does not disclose criminal convictions during the admission process, Recording Radio Film Connection & CASA Schools may terminate the student upon learning of this misrepresentation. In addition, students participating in criminal activity during the period of enrollment may be terminated.

For the purposes of determining eligibility for admission, terms are defined as follows:

- **Felony under 7 years of age** – This is defined as a felony offense of any classification that has a disposition date of 7 years or less from the date of the proposed admission date. An applicant that was placed on deferred adjudication for a felony offense but has not received an order of dismissal from the court of appropriate jurisdiction, will be considered as still actively on probation.
- **Violent offense** – Any offense involving violence, threats or use of a weapon, including, but not limited to assault, family violence, aggravated robbery, kidnapping, terroristic threats, sexual assault, injury to a child, and stalking. A conviction for simple assault punishable by fine only will not be considered a violent offense under this definition.
- **Drug offense** – Any offense involving possession, use, delivery, or manufacturing of a controlled substance under either federal or state laws.
- **Theft offense** – Any offense, of whatever category, that involves the unlawful taking of someone else's property or service by direct action or fraud. Offenses of this category include but are not limited to theft, shoplifting, distribution of bad checks, burglary, robbery, fraud, forgery, and embezzlement.

### **READMISSION TIMEFRAME AND LEAVE OF ABSENCE**

Students are required to complete the program within the established program length for an on-time graduation. If a student obtains approval from Recording Radio Film Connection & CASA Schools for a Program Leave of Absence, or withdraws from training, the student will be allowed only a six (6) month period to resume training, by applying to be readmitted. If the student does not resume training within 6 months from withdrawal, he/she may not be eligible to receive any further training or job placement assistance.

### **ACCOMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

Recording Radio Film Connection & CASA Schools is committed to making its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to apply for enrollment. Recording Radio Film Connection & CASA Schools will provide reasonable accommodations for students with disabilities. Including auxiliary aids and services as long as services do not fundamentally alter the nature of the relevant program, or service provided by Recording Radio Film Connection & CASA Schools. A student requesting an accommodation for a disability must contact the Academic Facilitator and complete the “Student Application for Auxiliary Aids or Academic Adjustments” requesting academic adjustments and/or auxiliary aids. To ensure that accommodations are provided in a timely fashion, Recording Radio Film Connection & CASA Schools strongly encourages students to submit all requests for accommodation immediately after enrollment and prior to the first day of sessions, or otherwise as soon as practicable. To request an auxiliary aid or service, please contact the Institutional Director.

#### **What is a disability?**

An individual is considered to have a disability if he or she:

- has a physical or mental impairment that substantially limits one or more major life activities; or
- has a record of such an impairment; or
- is regarded as having such impairment.

Qualified individual with a disability means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

**What is a reasonable accommodation?**

A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

The term "auxiliary aids and services" includes:

- qualified interpreters or other effective methods of making aurally delivered materials available to individuals with hearing impairments;
- qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments;
- acquisition or modification of equipment or devices; and
- other similar services and actions.

Due to the complexity of determining the appropriateness and reasonableness of accommodations, questions regarding accommodation issues, including whether a particular circumstance requires accommodation and the nature of the appropriate accommodation, should be promptly directed to the Institutional Director.

**What is the process to request accommodations?**

The Institutional Director is the designated school employee who is responsible for coordination of efforts to ensure appropriate academic adjustments and/or auxiliary aids are provided consistently to the student population. Students seeking reasonable accommodations will complete the ***“Student Application for Auxiliary Aids or Academic Adjustments”*** application. Upon receipt of the completed application and supporting documentation, the Institutional Director will arrange an interview with the student to discuss their specific needs. The student may elect to include parent, guardian or other designated agent in the interview session that may validate the nature of the academic adjustment or auxiliary aids needed under the reasonable accommodation provisions. The School may engage an independent evaluation administrator to provide professional opinion to determine the appropriate accommodations are provided for the student. After careful consideration, the Institutional Director will provide the necessary guidance to the faculty members, authorize and requisition additional resources as needed to accommodate the student needs. Periodical reviews will be conducted by the Institutional Director to ensure that the adjustments and/or aids are appropriate. A student seeking accommodations may appeal the decision of the Institutional Director to the Chief Academic Officer as outlined in the grievance process below. *(Please see: What is the grievance or complaint procedure?).*

**What is the grievance or complaint procedure?**

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the Mentor or Academic Facilitator to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the Mentor or Academic Facilitator, the student may submit his or her grievance or complaint in writing to the Institutional Director, clearly describing the grievance or complaint. The Institutional Director will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Institutional Director, the student must appeal to the Chief Academic Officer in writing within 10 days of receiving the decision of the Institutional Director. The Chief Academic Officer will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal the Chief Academic Officer will formulate a resolution. A student may appeal to the Chief Compliance Officer, Chairperson of the ADA Committee at Home Office of Recording Radio Film Connection & CASA Schools as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, a student may also contact the following agencies concerning any grievance of complaint about the School: United States of Department of Education, Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-1475, Telephone: (202) 453-6020, Facsimile: (202) 453-6021, Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)

## **STUDENT CONSUMER INFORMATION**

Recording Radio Film Connection & CASA Schools makes certain information available to any enrolled student or prospective student through appropriate publications, mailings, or electronic media. This information includes length of the program and the occupations it prepares students to enter, the on-time graduation rate, tuition and fees, and graduate employment assistance. You may obtain this information at: [www.recordingconnection.com](http://www.recordingconnection.com), [www.filmconnection.com](http://www.filmconnection.com), [www.radioconnection.com](http://www.radioconnection.com), [www.casaschools.com](http://www.casaschools.com) and <https://www.rrfedu.com/consumer-disclosures>

## **CRIME AWARENESS & SECURITY**

Recording Radio Film Connection & CASA Schools is committed to providing a safe, secure environment. Crime awareness and campus security are matters for which everyone must take a personal responsibility. Recording Radio Film Connection & CASA Schools strictly prohibits the possession of weapons and the use of alcohol, controlled substances, and drugs on the externship site properties. Non-compliance of these rules or criminal acts of any kind may result in disciplinary actions including termination.

## **MEDIA AND PUBLICATIONS CONSENT**

Without expectation of compensation or other remuneration, now or in the future, the student hereby gives consent to Recording Radio Film Connection & CASA Schools, its affiliates, and agents, to use their image and likeness and/or any interview statements in its publications, advertising, or other media activities (including the Internet). This consent includes, but is not limited to: (a) Permission to interview, film, photograph, tape, or otherwise make a video reproduction of the student and/or record their voice; (b) Permission to use the student's name; and (c) Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of the student, and/or recording of their voice, in part or in whole, in its publications, in newspapers, magazines and other print media, on television, radio and electronic media (including the Internet), in theatrical media and/or in mailings for educational and awareness. This consent is given in perpetuity and does not require prior approval by the student.

If the student chooses to opt out of the Media and Publications Consent, a written notice must be sent to the Institutional Director. The address is RRFC, ATTN: Institutional Director -Media Opt Out, 6300 Wilshire Blvd., Suite 640, Los Angeles, CA 90048. Phone calls or emails will not be accepted for an Opt Out notification. If the student wishes to discuss the media and publication policy, they may contact the Institutional Director or their Academic Facilitator .

## **STATE OF CALIFORNIA CONSUMER INFORMATION**

Recording Radio Film Connection & CASA Schools has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Recording Radio Film Connection & CASA Schools does not participate in federal or state financial aid programs.

Recording Radio Film Connection & CASA Schools is not accredited by an agency recognized by the United States Department of Education (USDE), and this School's students are not eligible for federal financial aid programs.

### **DISTANCE EDUCATION TECHNOLOGY REQUIREMENTS**

To participate in Recording Radio Film Connection & CASA Schools programs, prospective students must confirm by initialing the enrollment agreement that they meet the following requirements.

Basic requirements for students taking distance education courses include a personal email address and a computer and Internet connection at home. Online courses are configured for asynchronous participation and communication. It is expected that students have a reliable computer with speakers and consistent Internet access at home. A minimum of 16GB of Ram is recommended. Students should be comfortable using email and navigating the web.

Failure to obtain or have access to the minimum technology, supporting textbooks, supplies or other required materials for courses can result in an inability to participate fully in courses, complete the required assignments, and achieve the stated course outcomes.

### **DISTANCE EDUCATION PROGRAMS**

Recording Radio Film Connection & CASA Schools shall transmit all of the courses and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first course and initial materials, requests in writing that all of the material be sent. If the School transmits the balance of the materials as the student requests, the school shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on courses submitted by the student. The school shall not be obligated to pay any refund after all the courses and materials are transmitted.

### **LEARNING MANAGEMENT SYSTEM (LMS) DESCRIPTION AND NAVIGATION**

Once a student is enrolled in Recording Radio Film Connection & CASA Schools, they:

- Have an orientation call with an Academic Facilitator from Recording Radio Film Connection & CASA School. This call is typically done within 48 hours of the student being admitted.
- During this call, the student is sent an email with the following link:  
<http://rrfedu.activetextbook.com/>
- Using the link, the student creates a username and password, giving them access to the "Active Textbook" website.
- Once they have created a username and password, they are ready to log into the Active Textbook Website.
- The username and password are specific to the student. The student is given a course specific registration code that gives them proper access to the correlating program materials. This active textbook is active for the duration of the program.
- Within the Active Textbook Website, the student will be able to view chapters and assignments privy to the course.
- Mentors and Academic Facilitator can also access the active textbook website and upload any assignments or notes that may be relevant to the coursework.
- Along with ability to submit material, students are given access to an online "Student Portal" using this link: <http://recording.rrfedu.com/admin/>

- This portal serves as an online classroom for the purpose of messaging with Academic Facilitator and taking chapter and course exams. Students are also able to access blogs and the program website in the Student Portal.

## **CONTACT INFORMATION FOR SUPPORT**

### **Academic Facilitators Contact Information:**

- (800) 295-4433
- All Faculty/Academic Facilitators can be reached Monday to Friday between 9am – 6pm PST/ PDT
  - \*Special hours can be accommodated if agreed upon by Academic Facilitator and student.

## **INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES**

Recording Radio Film Connection & CASA Schools does not offer visa services to prospective students from other countries or English language services. Recording Radio Film Connection & CASA Schools does not offer English as a Second Language instruction. All instruction occurs in English.

English language proficiency is documented by:

1. the admissions interview; and
2. receipt of prior education documentation as stated in the admissions policy.

## **FOREIGN TRANSCRIPT EVALUATION**

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency. The following is a sample of foreign transcript and degree evaluators. Recording Radio Film Connection & CASA Schools has established a profile with Educational Perspectives: <http://www.educational-perspectives.org/>

Additional evaluators are provided:

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org>

## **ACADEMIC INFORMATION**

### **ACADEMIC POLICIES AND REGULATIONS**

Students are responsible to be familiar with the policies and regulations in this catalog, as well as those in the materials given to students in their application packets and distributed at Orientation and throughout the program. Students who have questions about these policies before matriculation should contact the admissions office. After matriculation, student may contact their Academic Facilitator or Mentor.

Recording Radio Film Connection & CASA Schools reserves the right to change the policies contained from time to time. Notice is not required for a new policy to take effect; however, Recording Radio Film Connection & CASA Schools will make reasonable attempts to notify students promptly of any policy changes through website or email posting, mail distributions, or other methods deemed appropriate by the school administration.

## **ACADEMIC AFFAIRS AND LEADERSHIP**

Chief Academic Officer serves the students, Faculty, Mentors and community through the conception design, development, and implementation of postsecondary educational curriculum. The faculty members are academically and experientially qualified and are known as the *Academic Facilitator*. Professional Mentors supervise the externship/remote sessions providing students with current industry standards. This Academic Affairs team prepares and provides the students with the necessary skills for entry-level positions in the fields of audio/recording, radio, film, and culinary arts.

This prepares students with the necessary skills for entry-level positions in the fields of recording, radio, film, and culinary arts. Academic Affairs achieves its mission through;

- the selection of qualified Mentor/Academic Facilitator, providing ongoing professional development and in-service training
- the development and enhancement of the program curriculum that is responsive to the needs of students and employers
- the promotion and support of an effective library resources (online) that provides access to the needed materials and information supporting educational programs at Recording Radio Film Connection & CASA Schools.

## **HOURS**

One hour of instructional time is defined as a sixty-minute period.

## **INSTRUCTIONAL MODE**

Distance Education Programs - coursework is completed with Academic Facilitator, remotely, in conjunction with an externship experience at a location determined by the student. Externship locations can be up to 60 miles away from the student's address. The externship Mentor will work with each extern on structuring a specific schedule; the extern agrees that he/she will be available to meet with the Mentor at minimum twice per week.

## **METHODS OF INSTRUCTION**

- Online Course Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test by the Academic Facilitator . Computerized grading provides immediate scoring of the test and is available to the student at that time.
- Externship Course Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during Course hours.
- Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student. These tasks are designed to show the extern how the REAL WORLD operates at their mentor's independently operated unique place of business - whether that be a recording studio, a film production company, a radio station, or a restaurant kitchen.

## **COURSES**

Courses are composed of two parts- Online Coursework and Externship Sessions.



### **Online Coursework**

Students will complete and submit a minimum of one (1) Course each week and may not exceed three (3) Courses per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the student has reported their hours. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test by Academic Facilitator. Computerized grading provides immediate scoring of the test and is available to the student at that time.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program. Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student.

Students are required to keep all appointments with their Academic Facilitator, whether for Student Services Advisors or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some courses will have two assignments, one to be turned in to the student's Mentor, another to be turned in to Academic Facilitator.

### **Externship Sessions**

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the Mentor, the station, studio, or company at which the student is earning externship hours. Physical attendance is required and recorded during the externship phase of the program. Externs are to document all time and activities in each extern session (externship). Practical assigned tasks are required during the externship to determine level of achievement and understanding.

The student must understand that while Recording Radio Film Connection & CASA Schools has contracted the student's Mentor to administer the externship and allow the student to participate in the Mentor's responsibilities, the Mentor and their facility are unique and independently operated and, as such, the actions or opinions of the studio, its associates, or affiliates are of their own and not a reflection of Recording Radio Film Connection & CASA Schools.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another externship location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within sixty (60) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film Connection & CASA Schools.

### **ACADEMIC ADVISING**

Recording Radio Film Connection & CASA Schools has assigned academic advising to the Academic Facilitator who work with students to assist them in the selection of their courses, schedule adjustment processes and other matriculation necessities. Academic Facilitator's are available during days and evenings (not to include the weekends).

Students are encouraged to consult with their Mentor(s), and/or Academic Facilitator bi-weekly and no less than monthly to develop an action plan for resolving their academic needs.

## **EVALUATION METHODS**

### **GRADING SYSTEM**

#### **Externship Final Grade**

*Grade*                      *Definition*

P – Pass                      Has satisfactorily met all minimum program requirements

F – Fail                        Failed to satisfactorily meet all minimum program requirements

#### **Quiz, Exams and Final Program Grade**

<b>Letter Grade</b>	<b>Percentage Scale</b>	<b>Explanation</b>
A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	60-69	Minimum Passing Grade – see definition below
F	Below 60	Failing
I	Incomplete	See complete definition provided below

“**Minimum passing grade**” for each course is a “D – 60-69”. Any final grade that is below a 60 is considered failing and must be repeated. All skills or competencies must be evaluated by the mentor and/or Academic Facilitator . All competencies must be evaluated as satisfactory and receive a grade of “Pass” or grade of “D” or above in order to pass the course.

“**Acceptable Academic Progress**” is defined as a grade point average (GPA) 2.0 or higher on a four (4) point system and demonstrates “Academic Activity”.

“**Academic Related Activity**” (ARA) is defined as an externship site, field trip, or completed an on-line academically related activity such as, posting questions and/or answers, submissions of any assignment, quiz, research, extra credit, or session with either an Academic Facilitator member or Mentor.

RRFC monitors ARA; students are encouraged to be in attendance in their sessions and to be performing with Acceptable Academic Progress. In the event a student is not maintaining Acceptable Academic Progress, the student’s Academic Facilitator may require a specific level of attendance. Failure to comply with attendance requirements may lead to an academic advising, suspension, probation, or termination.

### **MILESTONES AND EVALUATION OF SATISFACTORY ACADEMIC PROGRESS**

*Compliance with Standards of Academic Progress is reviewed for all programs.*

#### **Student Progress Review for Clock Hours -Certificate Programs**

<b>Evaluation Point</b>	<b>Milestones (CGPA and ICR)</b>	<b>Required Action</b>
<b>End of 50% of the Program (100 Clock Hours of 200 Clock Hours)</b>	2.0 and 98% completion of scheduled hours (Minimum 98 Clock Hours)	Academic Advising (if 1st time)
<b>End of 100% of the Program (200 Clock Hours)</b>	2.0 and 98% completion of scheduled hours (Minimum 196 Clock Hours)	Academic Advising (if 1st time) Academic Probation (if 2 <sup>nd</sup> time)
<b>At Any Time</b>	Anything in excess of 150% MTF	Academic Termination (if 3rd time)

**Program Length: six/nine months**

### **Incomplete Grades**

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students do not turn in work or do not take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the Mentor within twenty-four hours of the test to arrange for a make-up examination.

### **Repeating a Course**

Students who do not achieve the minimum passing score for a course or do not satisfactorily complete the course requirements as outlined in the program/course syllabus are required to repeat the course. The minimum passing score for a course is 60-69% – D. All course competencies must also be passed at 60% or better or the course will need to be repeated. It is the student's responsibility to make arrangements with the Academic Facilitator. RRFC only allows a course to be repeated once. Failure to achieve a D or better may result in withdrawal from the program. Failure to successfully complete a course, will affect the Incremental Completion Rate (ICR) and the Maximum Allowable Time Frame (MTF).

### **Evaluation Tools**

- Each week students complete a minimum of one (1) and not more than three (3) courses with their Academic Facilitator which ends in a quiz. The grade of the quiz functions as an indicator that the student is or is not receiving and maintaining the information in a proper way. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time. Additionally, the quizzes are reviewed with the student by the Mentor and/or Academic Facilitator to ensure the student is receiving proper instruction.
- Each week students are also required to complete one self-reflective journal entry meant to establish their growth and the progress of their education. These are also viewed by the Academic Facilitator to ensure students are receiving an effective education.
- Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student.
- Lastly, students are encouraged to participate in the completion of periodic questionnaires. The questionnaires are delivered by the Academic Facilitator and assist in establishing student's needs, their expectations, as well as prior experience they might be bringing with them, as well as to gauge their progress and ensure the quality of our educational offering and ensure that our educational objectives and outcomes have been met.

## **REQUIREMENTS FOR GRADUATION**

### **On-Time Graduate**

To be classified as an On-Time GRADUATE from the program, a student must attend a minimum of 98% of the scheduled hours of instruction, achieve a cumulative grade point average (CGPA) of 70% or better on all courses, must pass each course with a D (60-69%) or better, and receive a "Pass" grade on the Mentor monitored program final practical exam demonstrating competence in the specialty for which training was provided. The On-Time Graduate completes the program within 100% of the published program length.

### **Non-On-Time Graduate**

A student achieving all graduation requirements who exceeds 100% of the published program length but completes the program within 150% of the program length is not considered as an On-Time Graduate.

### **Non-Regular Student**

To be classified as a completer from the program, a student must attend a minimum of 98% of the scheduled hours of instruction, must pass each course with a D (60-69%) or better, achieve a CGPA of 70% or greater on all courses, and receive a “Pass” on the Mentor monitored program final practical exam demonstrating competence in the specialty for which training was provided. A completer is not considered as an On-Time Graduate and has exceeded 150% of the maximum program length.

## **STANDARDS OF ACADEMIC PROGRESS (SAP)**

### **PURPOSE AND SCOPE**

The Satisfactory Academic Progress Policy ensures that all students enrolled in a program are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. (CURRENTLY RRFC **DOES NOT** PARTICIPATE IN TITLE IV PROGRAMS)

### **POLICY GUIDANCE**

Satisfactory Progress Standards are designed to assess academic progress for classes taken a Recording Radio Film Connection & CASA Schools only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with C or better grades indicate academic progress. Completing courses with a grade less than a C/70% (2.0) is determined as poor academic performance and may lead to advising, probation or termination. It is important that students attend all sessions and complete them successfully. ***Students who fail to meet the minimum standards of one or more below the criteria will be notified by the Academic Facilitator within seven (7) business days of determination.***

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

***Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program. Schedule a meeting with the Academic Facilitator , if you are having attendance concerns, and/or feel you are failing a course or courses or falling behind. It is important to understand***

*how these situations will impact SAP.*

*In order for a student to graduate, the minimum requirements are a CGPA of 2.0 (C), a grade of D – 60% or better on all courses, and satisfactory completion of all required coursework without attempting more than 150% of the hours in the program.*

*While terms of Advising, Probation Suspension, and Termination are used to describe the administrative action, the status applies to all students.*

*Any student who has not participated in an academic activity within any thirty (30) day period will be terminated from training at Recording Radio Film Connection & CASA Schools on the thirty-first (31) day of no academic activity.*

### **CLOCK HOUR – CERTIFICATE/DIPLOMA PROGRAMS**

Satisfactory progress will be assessed at the following points:

1. At the end of the mid-point, students must attain a minimum CGPA of 2.0 and ICR of 98% of the scheduled clock hours. Anything below these milestones will result in Advising.
2. At the end of the normal program length, students must attain a minimum CGPA of 2.0 and ICR of 98% of the scheduled clock hours. Anything below these milestones will result in Advising. If the student was on Advising at the mid-point and fails to meet these standards will result in Probation.
3. At the end of 150 clock hours, and thereafter, students must attain a minimum CGPA of 2.0 and ICR of 98% of the scheduled clock hours. Anything below these milestones will result in Advising, Probation or Termination.
4. Compliance with SAP is reviewed each course for Clock Hour Certificate Programs.
5. To be removed from Advising or Probation, a student must meet the Satisfactory Academic Progress requirements at the next measuring point.

### **APPEAL PROCESS**

A student may Appeal his/her Probationary Status as follows: A student who wishes to Appeal his/her Probationary Status may do so by submitting a written request to the Chief Academic Officer or designated representative within ten (10) days of being notified that he/she has been placed on Probationary Status.

1. The student must describe any unusual circumstances that the student believes deserves consideration. The basis on which a student may file an appeal includes 1) the death, serious illness, or injury of a relative, 2) a serious injury or illness of the student, or 3) other special circumstances that prevented the student from achieving Satisfactory Academic Progress.
2. The student must identify what has changed that will allow the student to achieve Satisfactory Academic Progress by the end of the thirty days.
3. Once the Appeal is received by the Chief Academic Officer or designated representative, the student will be notified within ten (10) days of the decision to grant or not grant the student's Appeal. All decisions made by the Chief Academic Officer or designated representative are final and cannot be further appealed.
4. A student who provides a successful Appeal may be required to comply with a development plan designed to help the student return to Satisfactory Academic Progress Status by the end of the next thirty days.
5. In the event the student who provided a successful Appeal does not achieve Satisfactory Progress Status by the end of next thirty days the student may be terminated.

## **CHANGE PROGRAM OF STUDY OR LOCATION- RECORDING RADIO FILM CONNECTION & CASA SCHOOLS**

A student who wishes to change from one program to another or earn additional credentials within Recording Radio Film Connection & CASA Schools will be assisted by the Academic Facilitator to complete the process. Only those hours and grades required for graduation in the new program will be transferred to the new program and counted toward graduation. A “W” will be posted for those courses that are incomplete at the time of the transfer, and not required for the new program. Based upon review of documentation and advanced standing the applicant will receive a pro-rated tuition based upon successful completion of coursework.

## **INCOMPLETE**

A student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who has received a grade of incomplete can re-enroll in the program during the 6-month period following the withdrawal date in order to complete those incomplete subjects without payment of additional tuition. If subjects have been discontinued, the student will take the class that is most similar to the one needed. No student may graduate with an incomplete “I” grade.

## **MAXIMUM PROGRAM LENGTH/MAXIMUM TIME FRAME**

The maximum allowable time frame to complete a program is 150% of the published length of the educational program.

## **RE-ENTRY AFTER TERMINATION FOR QUALITY OF WORK COMPLETED (GPA)**

Once a student has been terminated for not maintaining the necessary grade point average, re-entry approval may only be granted after the student has met the following conditions:

- a. Students must be evaluated by the Chief Academic Officer or designated representative to determine if they have the ability to successfully complete the program.
- b. Students terminated for unsatisfactory progress must wait a minimum of thirty (30) calendar days, before re-entry can be approved. The Chief Academic Officer or designated representative may make exceptions to the 30-day waiting period.
- c. After the waiting period, the student will be re-entered on probationary status.
- d. Students who re-enter must retake any course previously failed.
- e. Students who re-enter after termination for quality of work completed will be on probation for 30 days. The purpose of re-entry, a grading period is considered to be thirty days.

## **RE-ENTRY AFTER TERMINATION FOR QUANTITY OF WORK COMPLETED (ATTENDANCE/HOURS) OR OTHER REASONS**

Any student whose enrollment has been terminated for reasons other than not maintaining the grade point average and/or improper conduct must wait at least thirty (30) calendar days before being considered for re-entry. Students who are approved to re-enter return on probation for thirty (30) days. For the purpose of re-entry, a grading period is considered to be thirty days.

## **ATTENDANCE REQUIREMENTS**

### **EXTERNSHIP POLICY**

Physical attendance is required and recorded during the externship portion of the program. Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, the Mentor, the station, studio, restaurant, or company at which the student is earning externship hours.

Recording Radio Film Connection & CASA Schools has entered into an externship agreement with the student's Mentor to administer the externship and allow the student to participate in the Mentor's responsibilities. The student further understands that some responsibilities may include general intern duties in the studio.

### **ATTENDANCE**

Recording Radio Film Connection & CASA Schools requires that a student attend a minimum of 98% of scheduled instruction at externship sites. Attendance is monitored by Academic Facilitator through bi-weekly check-ins with the Mentor and student.

A student is required to attend all externship sessions with his/her Mentor and arrive on time. Two (2) or more unexcused absences, tardies, truancies, or cancellations may result in the termination of the student's enrollment in the program. Although his/her Mentor will work with the student on structuring a specific schedule, the student must agree to be available to meet with his/her Mentor for up to two sessions per week. The student must understand that the Recording Radio Film Connection & CASA Schools courses are documented, and he/she is given credit according to courses completed and in some cases clock hours or days attended. Every studio session, the Academic Affairs Department contacts each student and Mentor to monitor student attendance.

The Academic Facilitator may place a student on attendance probation if the student is not maintaining 98% attendance. This status change will result in a formal advisory, which will be sent to the student, indicating the reason for the attendance probation and terms required to gain satisfactory attendance. Failure to meet attendance requirements will impact on-time graduation status and may result in the student being terminated from the program.

### **Excused Absences for the Clock Hour Programs**

Students are expected to attend class on all scheduled class day and should make every effort to attend sessions even if it is only for part of the day. Recording Radio Film Connection & CASA Schools understand that some absences cannot be avoided and may be deemed excused absences. Excused absences are approved by your Mentor and/or the Academic Facilitator. RRFC may require additional documentation prior to determining whether an absence is excused or unexcused. The following are valid excused absences:

- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
- Family emergency, including but not limited to death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in a religious or cultural instruction;
- Court, judicial proceeding or serving on a jury;
- Absence directly related to the student's homeless status;
- Absence resulting from a disciplinary/corrective action.

## **MAKE-UP WORK**

Lessons missed due to absences must be made-up within five business days of returning to school. Students should meet with their Academic Facilitator and/or Mentor to get missed assignments. Make-up work may be required to complete the clock hours approved for the program(s). Without completing all the missed hours, the school may withhold the final graduation certificate until the hours are completed.

## **LEAVE OF ABSENCE POLICY**

If an emergency or similar circumstance requires that a student take time off from the training program, the student must submit an application for a Leave of Absence (LOA), which is recommended if the student is unable to participate in any course for more than fifteen (15) days. At the discretion of the Chief Academic Officer or designated representative, a LOA may be granted for a reasonable time, not to exceed 180 days in a calendar year, as warranted by the circumstances. If a student repeatedly resorts to the use of a LOA, and if such applications show a pattern of delays, or should the issuance of a LOA be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer or designated representative may, in his/her sole discretion, terminate a student from the program. If a student fails to return from the LOA at the designated time the student will be terminated.

## **WITHDRAWAL**

A student shall be considered withdrawn from a program if any of the following occurs:

- The student may prepare a written notification and submits it to the Institutional Director. This document must contain the student's name, address, and date.
- The school terminates the student's enrollment for failure to maintain satisfactory progress; for failure to abide by the rules and regulations of the School; for absences in excess of maximum set forth by the School; and/or for failure to meet financial obligations to the School.
- The student has failed to maintain 98% attendance during the program.

All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

## **TRANSFER OF CREDIT, TEST-OUT CREDITS, HOURS/CREDIT FOR PREVIOUS OR EXPERIENTIAL TRAINING**

The Recording Radio Film Connection & CASA Schools does not accept hours or credit through transfer of credit, challenge examinations, achievement tests, or experiential learning.

## **NOTICE CONCERNING TRANSFERABILITY OF HOURS/CREDITS AND CREDENTIALS EARNED AT OUR SCHOOL**

The transferability of hours/credits you earn at Recording Radio Film Connection & CASA Schools is at the complete discretion of the school to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the school to which you may seek to transfer. If the credits or certificate that you earn at this School are not accepted at the school to which you seek to transfer, you may be required to repeat some or all of your coursework at that School. For this reason, you should make certain that your attendance at this School will meet your educational goals. This may include contacting the school to which you may seek to transfer after attending Recording Radio Film Connection & CASA Schools to determine if your hours/credits or certificate will transfer.



## **ARTICULATION AGREEMENTS**

Recording Radio Film Connection & CASA Schools has not entered into a transfer or articulation agreement with any other School, College or University.

## **FINANCIAL PLANNING SERVICES**

### **TUITION AND FEES**

All students must meet with Financial Planning Office concerning tuition arrangements prior to enrollment. Students in continuous enrollment will be guaranteed the tuition rate and fees in effect at the time of their initial class start date throughout the remainder of their program. Students who leave school for any reason and later return will re-enter at the tuition rate and fees in accordance with the current catalog in effect at the time of re-entry. The tuition and fees for Recording Radio Film Connection & CASA Schools are included in the catalog.

Tuition and fees are due and payable at enrollment. Arrangements may be made for students to pay on a monthly basis the portion of their charges not met by scholarships, grants, tuition, or other sources. All payment arrangements must be discussed with the Financial Planning Office prior to enrollment.

If a student's full balance is not covered by a standard method of payment, the student may be allowed to pay his or her remaining balance in installments by executing a Retail Installment Contract, in which terms may require an initial cash down payment towards the balance and the remainder paid in two or more installments.

Working students who are eligible for company-sponsored tuition reimbursement are required to inform and provide appropriate documentation to the Financial Planning Office. In the event that payment is not received from outside sources(s) of funding, the student is held accountable for payment of all tuition and fees. Tuition and fees may be paid by cash, check, money order or major credit card.

### **GRANT AND SCHOLARSHIP PROGRAMS**

Recording Radio Film Connection & CASA Schools (RRFC) maintains a robust program of grants and scholarships made available to qualified students.

Grants and Scholarships are two of the many ways in which RRFC removes obstacles from your path to achieving your education goals and improving your career opportunities. It is a part of our investment in the in the future commitment to our students.

### **AVAILABLE GRANTS AND SCHOLARSHIPS FOR NEW STUDENTS**

The following grants or scholarships are available for new RRFC students, depending upon specific eligibility requirements for the particular grant/scholarship. RRFC applicants shall apply for these grants/scholarships within fifteen (15) days of the initial start date of a certificate educational program.

Students are eligible to receive *one RRFC scholarship or grant per* certificate educational program. A student who pursues a second program of study may apply for a scholarship or grant based upon the criteria outlined below.

## **RRFC GRANTS AND SCHOLARSHIPS**

<u>Grants/Scholarship Name</u>	<u>Value of Grant/Scholarship</u>
The Csaba Petocz Grant - In Memory of Joshua Kent	\$500
The James Petulla-Brian Kraft Get Connected Grant	\$600
The RRFC Military and Family Scholarship	\$2000

### **THE CSABA PETOCZ GRANT - IN MEMORY OF JOSHUA KENT**

To qualify for this grant, the applicant must satisfy the following criteria:

- Proof of a High School Diploma or Successful Score on the ATB Test.
- Proof of total household is less than \$100,000 per year.
- Interview and acceptance by the RRFC Program Mentor.
- Complete an application for admission.
- Complete a scholarship application.

RRFC Annual Awards: A maximum of 75 applicants per year will be awarded The Csaba Petocz Grant. The applicant awarded may select the educational program and receive the following award: reduced down payment from \$3,800 to \$2,000 and defer down payment balance over the program length plus \$500 off total tuition. Total Scholarship value is \$500. The balance of the down payment (\$1800) will be added to the program tuition cost. Financial Options are available.

### **JAMES PETULLA - BRIAN KRAFT GET CONNECTED GRANT**

To qualify for this grant, the applicant must satisfy the following criteria:

- Proof of a High School Diploma or Successful Score on the ATB Test.
- Complete an application for admission.
- Complete a scholarship application.
- Proof of total household is less than \$85,000 per year.
- Present a Letter of Recommendation from High School Teacher, Guidance Counselor or Mentor, Community Organizer or Employer.

RRFC Annual Awards: A maximum of 75 applicants per year will be awarded The James Petulla-Brian Kraft Get Connected Grant. The applicant awarded may select an educational program and receive the following award: reduced down payment from \$3,800 to \$2,000 and defer down payment balance over the length of the program, plus \$600 off total tuition. Total Grant value is \$600. The balance of the down payment (\$1800) will be added to the program tuition cost. Financial Options are available.

### **THE RRFC MILITARY AND FAMILY SCHOLARSHIP**

To qualify for this scholarship, the applicant must satisfy the following criteria:

- Proof of a High School Diploma or Successful Score on the ATB Test.
- Complete an application for admission.
- Complete a scholarship application.
- Provide evidence of active duty, reservists, National Guard, or veteran status. Spouse and/or dependents may also qualify.

RRFC Annual Awards: An unlimited number of applicants per year will be awarded The RRFC Military and Family Scholarship. The applicant awarded may select the educational program and receive the following award: reduced down payment from \$3800 to \$2000 (savings of \$1800), plus \$200 off total tuition. Total Scholarship value is \$2000. The balance of the down payment (\$1800) will be added to the program tuition cost. Financial Options are available.

## **FINANCING YOUR EDUCATION**

The Recording Radio Film Connection & CASA Schools understands the significant financial commitment required by an investment in your education. The financial planning staff works one-on-one with students and their families to develop a personal financial plan, based on the individual's particular financial needs, which allows students to reach their educational and career goals. The Recording Radio Film Connection & CASA Schools financial planning staff will guide families through the process of assessing educational costs and developing a payment plan. The Recording Radio Film Connection & CASA Schools also provides customized payment options for those who wish to spread their financial commitment out over time.

### **PRIVATE LOAN PROGRAMS**

Private loan programs are available for students who choose a payment plan to cover tuition and fees.

#### **Recording Radio Film Connection, INC.**

This is a private loan available to students who need to supplement their education related expenses. The interest rate is 12.99%. Students will make in-school payments. Payments will be made to Recording Radio Film Connection, INC. Repayment of principal and interest are paid monthly during matriculation and thereafter.

#### **Tuition Options, LLC.**

This is a third party private customized loan servicing and financing solution for students. Tuition Options LLC, provides an origination and online servicing platform compliant regulatory requirements (Illinois Consumer Installment License #CL10003862-H; IL Student Loan Servicer License #SLS0000007; Washington NMLS # 1028330, NMLS Consumer Access; Arizona Consumer Lender #CL-092363) and in accordance with Section 22162 of the California Financial Code, California loans will be arranged or made pursuant to California Student Loan Servicer License #1028330, Department of Business Oversight.

#### **Climb Credit Inc.**

This is a third party private loan servicing and financing solution for students enrolling in the programs offer by Recording Radio Film Connection & CASA Schools. The interest rate is fixed for the life of the loan and ranges from 7.99% to 14.98%. Climb Credit Inc. provides an origination and online servicing platform compliant with regulatory requirements in multiple states. (AZ Consumer Lender #CL-0939233; CA Finance Lender #60DBO-44527, 60DBO-86584; IL Consumer Installment Loan #C10004155; MI Regulatory Loan License #RL 0019910; OH, Small Loan, Consumer Installment Loan Act License #SL.400251.000, CI.550013.000, CI.550013.01-BR; TN Industrial Loan and Thrift #3854; and WI Wisconsin Consumer Act Registration-N/A.)

### **PAST DUE ACCOUNTS**

The student is obligated for tuition and fees for the enrollment period. Any student who is delinquent in payments due to the school is subject to exclusion from school privileges, including, but not limited to issuing transcripts and receipt of awarded credential at graduation.

### **PRIVATE LOANS & PAYMENT OPTIONS**

#### **Option 1 – Pay In Full Tuition**

At the student's option, upon being accepted to the School with an executed enrollment agreement that discloses the start date, the student may provide payment in full for tuition and fees.

**Option 2 – Recording Radio Film Connection, Inc. – 1-Year Payment Plan**

If you wish to make monthly payments for a one-year (12 months) payment plan a down payment of \$3,800.00 will be required to start. Monthly payments are made during matriculation and thereafter.

**Option 3 – Recording Radio Film Connection, Inc. – 2-Year Payment Plan**

If you wish to make monthly payments for a two-year (24 months) payment plan a down payment of \$3,800.00 will be required to start. Monthly payments are made during matriculation and thereafter.

**Option 4 – Recording Radio Film Connection, Inc. – 3-Year Payment Plan**

If you wish to make monthly payments for a three-year (36 months) payment plan a down payment of \$3,800.00 will be required to start. Monthly payments are made during matriculation and thereafter.

**Option 5 – Recording Radio Film Connection, Inc. – 4-Year Payment Plan**

If you wish to make monthly payments for a four-year (48 months) payment plan a down payment of \$3,800.00 will be required to start. Monthly payments are made during matriculation and thereafter.

**Option 6 – Private Loan with Tuition Options, LLC**

Select this option if you have applied or will be applying with our affiliate *Tuition Options, LLC*. to help fund your tuition. Tuition Options, LLC’s origination and servicing platform is fully compliant with all student loan regulations.

**Option 7 – Private Loan with Climb Credit Inc.**

Select this option if you have applied or will be applying with our affiliate *Climb Credit Inc.* to help fund your Recording Connection – Audio Program tuition. Climb Credit Inc.’s origination and servicing platform is fully compliant with all student loan regulations. A down payment of \$500.00 will be required to start the program.

To be considered for a monthly payment plan, the student must fill out the credit application provided with the enrollment agreement and return the credit application to the Recording Radio Film Connection & CASA Schools offices.

**CANCELLATION, WITHDRAWAL AND REFUND POLICY**

**DENIED ENROLLMENT OR PROGRAM CANCELLED**

An applicant denied enrollment or program cancelled by the school is entitled to a refund of all monies paid.

**SEVEN-DAY CANCELLATION**

An applicant who provides written notice of cancellation within SEVEN (7) days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement or attendance of the first-class session, whichever is later. The student is entitled to a refund of all monies paid. No later than 45 days of receiving the notice of cancellation, the school shall provide the 100% refund.

## **OTHER CANCELLATIONS**

An applicant requesting cancellation more than seven (7) days following the signing of an enrollment agreement or attendance of the first-class session, whichever is later is entitled to a refund. The Associated Fees for the program are \$2500. (non-refundable).

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

The program combines distance education-not offered in real time- and externship sessions. The institution will transmit the curriculum syllabus and materials to you within seven (7) days after the institution accepts you for admission.

The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent to Recording Radio Film Connection and CASA Schools, 6300 Wilshire Blvd., Suite 640, Los Angeles, CA 90048 or emailed to [studentservices@rrfedu.com](mailto:studentservices@rrfedu.com). If the institution provided access to the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within forty-five (45) days with the exception of non-refundable supplies/fees, etc.

## **WITHDRAWAL AND REFUND POLICY**

You may withdraw from the school at any time. You will receive a pro rata refund if you have completed 60% or less of the scheduled clock hours in your program through your last date of attendance.

Refund calculations are based on the student's last date of attendance. The last date of attendance is the last day a student attended or attempted the following but not limited to externship site, field trip, or completed an on-line academically related activity such as, posting questions and/or answers, submissions of any assignment, quiz, research, extra credit, or session with either an Academic team member or Mentor.

The amount owed by the student equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours the student attended, or was scheduled to attend, prior to withdrawal. All amounts paid by the student in excess of what is owed shall be refunded. After completion of 60% of a program, tuition is 100% earned, and no tuition refund is made.

Procedure for withdrawal:

- A. A student choosing to withdraw from the school after the commencement of the program must provide written notice to the Institutional Director of the school, signed, and dated by the student.
- B. A student will be withdrawn from the school if the student fails to return from an authorized Leave of Absence within 14 days of the date the student was scheduled to return.
- C. A student will be withdrawn from the school if the student has not attended any academic related activity; externship site, field trip, or completed an on-line academically related activity such as, posting questions and/or answers, submissions of any assignment, quiz, research, extra credit, or session with either an Academic team member or Mentor for 30 consecutive --- calendar days.
- D. A student may be withdrawn from the school if it is determined that the student has violated the school's Student Conduct or Academic Honesty policies as set forth in the Catalog.
- E. All refunds will be issued within forty-five (45) days of the date the school receives written notice of withdrawal from the student under paragraph A or otherwise determines by the student's conduct under paragraphs B through D above that the student has withdrawn.

## **LOAN**

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## **SCHOOL CALENDAR**

### **Section 6700 of the California Government Code 2021 Holidays**

<b>Day Observed</b>	<b>Holiday</b>
January 1	New Year's Day
January 21	Dr. Martin Luther King Jr. Day
February 12	Lincoln's Birthday
February 18	President's Day
March 31	Cesar Chavez Day
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
September 9	Admission Day
October 14	Columbus Day
November 11	Veterans Day
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 25	Christmas

### **Section 6700 of the California Government Code 2022 Holidays**

<b>Day Observed</b>	<b>Holiday</b>
January 1	New Year's Day
January 20	Dr. Martin Luther King Jr. Day
February 12	Lincoln's Birthday
February 17	President's Day
March 31	Cesar Chavez Day
May 25	Memorial Day
July 4	Independence Day
September 7	Labor Day
September 9	Admission Day
October 12	Columbus Day
November 11	Veterans Day
November 26	Thanksgiving Day
November 27	Day after Thanksgiving
December 25	Christmas

## **PROGRAM DESCRIPTIONS**

### **RECORDING CONNECTION FOR AUDIO ENGINEERING & MUSIC PRODUCTION**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

#### **INSTRUCTIONAL MODE**

Distance Education Programs - coursework is completed with Academic Facilitator, remotely, in conjunction with an externship experience at a location determined by the student. Externship locations can be up to 60 miles away from the student's address. The externship Mentor will work with each extern on structuring a specific schedule; the extern agrees that he/she will be available to meet with the Mentor at minimum twice per week.

#### **METHODS OF INSTRUCTION**

- Online Course Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test by the Academic Facilitator . Computerized grading provides immediate scoring of the test and is available to the student at that time.
- Externship Course Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during Course hours.
- Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student. These tasks are designed to show the extern how the REAL WORLD operates at their mentor's independently operated unique place of business - whether that be a recording studio, a film production company, a radio station, or a restaurant kitchen.

#### **PROGRAM DESCRIPTION:**

The Recording Connection program includes the study of audio engineering, music producing, mixing, and mastering, and postproduction. The 20-course course curriculum aligns with an externship inside a private studio. Equipment used by students includes Pro Tools. Equipment used by the externship Mentor includes Mac or PC, Pro Tools, Ableton Live, sound consoles, and audio equipment.

#### **PROGRAM OBJECTIVES:**

Students will learn the basics of audio recording, including:

- Audio engineering
- Music production
- Mixing and mastering
- Post-production activities

#### **COURSES:**

##### ***Online Coursework***

Students will complete and submit a minimum of one (1) course each week and may not exceed three (3) courses per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the student has reported their hours. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of



the test by the Academic Facilitator. Computerized grading provides immediate scoring of the test and is available to the student at that time.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program. Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 10 days after the assignment is received by the institution. These assignments are reviewed with the student.

Students are required to keep all appointments with their Academic Facilitator, whether for Student Services Advisors or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some courses will have two assignments, one to be turned in to the student's Mentor, another to be turned in to Academic Facilitator.

### ***Externship Sessions***

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the Mentor, the station, studio, or company at which the student is earning externship hours. Physical attendance is required and recorded during the externship portion of the program. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the student has reported their hours.

The student must understand that while Recording Radio Film Connection & CASA Schools has contracted the student's Mentor to administer the externship and allow the student to participate in the Mentor's responsibilities, the actions or opinions of the studio, its associates, artists, or affiliates are of their own and not a reflection of Recording Radio Film Connection & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the studio.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within sixty (60) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film Connection & CASA Schools.

### **REQUIRED MATERIALS:**

- Pro Tools 12 or Logic, Pro X or Ableton Live Suite 9
- Recording Connection Course Curriculum [eBook Format]
- *The Recording Connection Audio Institute Basic Audio Engineering* Digital eBook  
Written by Doug Boulware, Zack Phillips

**RECORDING CONNECTION FOR AUDIO ENGINEERING & MUSIC PRODUCTION  
SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER**

<b>Course Titles</b>	<b>Classroom Hours</b>	<b>Externship Hours</b>	<b>Total Hours</b>
Course One – Sound and Hearing	3	7	10
Course Two – Basic Electronics	3	7	10
Course Three – Digital Audio	3	7	10
Course Four - Connectivity	3	7	10
Course Five – Microphones	3	7	10
Course Six – Microphone Placement	3	7	10
Course Seven – Tracking	3	7	10
Course Eight – Intro to Pro Tools	3	7	10
Course Nine – Welcome to Pro Tools	3	7	10
Course Ten – Plugins and Processing	3	7	10
Course Eleven – Midterm	3	7	10
Course Twelve – Mix Theory	3	7	10
Course Thirteen – Equalization	3	7	10
Course Fourteen – Dynamic Signal Processing	3	7	10
Course Fifteen – Time Based Effects	3	7	10
Course Sixteen – MIDI – Musical Instrument Digital Interface	3	7	10
Course Seventeen – Automation	3	7	10
Course Eighteen – Acoustics and Monitoring	3	7	10
Course Nineteen – Mastering	3	7	10
Course Twenty – Final Exam	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>

# **RECORDING CONNECTION FOR ADVANCED AUDIO ENGINEERING & MUSIC PRODUCTION**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

## **INSTRUCTIONAL MODE**

Distance Education Programs - coursework is completed with Academic Facilitator, remotely, in conjunction with an externship experience at a location determined by the student. Externship locations can be up to 60 miles away from the student's address. The externship Mentor will work with each extern on structuring a specific schedule; the extern agrees that he/she will be available to meet with the Mentor at minimum twice per week.

## **METHODS OF INSTRUCTION**

- Online Course Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test by the Academic Facilitator. Computerized grading provides immediate scoring of the test and is available to the student at that time.
- Externship Course Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during Course hours.
- Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student. These tasks are designed to show the extern how the REAL WORLD operates at their mentor's independently operated unique place of business - whether that be a recording studio, a film production company, a radio station, or a restaurant kitchen.

## **PROGRAM DESCRIPTION:**

At the conclusion of the Advanced Audio Engineering & Music Production program, the student will have a completed and mastered, a high-quality two-track demo which can be submitted with confidence to record labels, music supervisors, and other music industry professionals.

## **PROGRAM OBJECTIVES:**

*Students will learn the basics of advanced audio recording, including:*

- In-depth use of Pro-Tools, including elastic audio, auto-tuning, and many other techniques
- In-depth use of compressors, effects, and plugins
- Tracking in a real recording session with a band the student brings to the studio. Together with the Mentor at the helm the student will make the transition from assisting to running the session
- Advanced techniques in overdubbing, mix-down, and mastering
- The business aspects of music production, including personalized instruction in budgeting for sessions and operating a business

## **COURSES:**

### ***Online Coursework***

Students will complete and submit a minimum of one (1) course each week and may not exceed three (3) courses per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the student has reported their hours. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of

the test by the Academic Facilitator. Computerized grading provides immediate scoring of the test and is available to the student at that time.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program. Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 10 days after the assignment is received by the institution. These assignments are reviewed with the student.

Students are required to keep all appointments with their Academic Facilitator, whether for Student Services Advisors or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some courses will have two assignments, one to be turned in to the student's Mentor, another to be turned in to Academic Facilitator.

### ***Externship Sessions***

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the Mentor, the station, studio, or company at which the student is earning externship hours. Physical attendance is required and recorded during the externship portion of the program. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the student has reported their hours.

The student must understand that while Recording Radio Film Connection & CASA Schools has contracted the student's Mentor to administer the externship and allow the student to participate in the Mentor's responsibilities, the actions or opinions of the studio, its associates, artists, or affiliates are of their own and not a reflection of Recording Radio Film Connection & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the studio.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within sixty (60) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film Connection & CASA Schools.

### **REQUIRED MATERIALS:**

- Drumagog 5 (latest version)
- Auto-Tune 7 (latest version)
- *The Recording Connection Advanced Recording Arts Program* textbook, by Michael Vail Blum

**RECORDING CONNECTION FOR ADVANCED AUDIO ENGINEERING & MUSIC  
PRODUCTION  
SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER**

Course Titles	Classroom Hours	Externship Hours	Total Hours
Course One – A Complete Review of the Recording Arts	3	7	10
Course Two – Compressors in Depth	3	7	10
Course Three – Replacing Sounds and Drumagog	3	7	10
Course Four – Elastic Audio and Elastic Pitch	3	7	10
Course Five – Basic Tracking with Your Mentors	3	7	10
Course Six – Finalizing Drum and Bass Performances	3	7	10
Course Seven – Basic Instrument Overdubs	3	7	10
Course Eight – Lead and Background Vocal Overdubs	3	7	10
Course Nine – Mixing in the Box	3	7	10
Course Ten – Mastering in the Box	3	7	10
Course Eleven – Auto Tune – Use and Processing	3	7	10
Course Twelve – Pre-Production: Song 2	3	7	10
Course Thirteen - Tracking: Song 2	3	7	10
Course Fourteen – Finalizing Drum and Bass Performances: Song 2	3	7	10
Course Fifteen – Musical Overdubs: Song 2	3	7	10
Course Sixteen – Vocal Overdubs: Song 2	3	7	10
Course Seventeen – Mixing: Song 2	3	7	10
Course Eighteen – Mastering: Song 2	3	7	10
Course Nineteen – Basic Business of the Music Industry	3	7	10
Course Twenty – Finding Your Place in the Music Industry	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>

## **RECORDING CONNECTION FOR ABLETON ELECTRONIC MUSIC PRODUCTION**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 240

### **INSTRUCTIONAL MODE**

Distance Education Programs - coursework is completed with Academic Facilitator, remotely, in conjunction with an externship experience at a location determined by the student. Externship locations can be up to 60 miles away from the student's address. The externship Mentor will work with each extern on structuring a specific schedule; the extern agrees that he/she will be available to meet with the Mentor at minimum twice per week.

### **METHODS OF INSTRUCTION**

- Online Course Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test by the Academic Facilitator. Computerized grading provides immediate scoring of the test and is available to the student at that time.
- Externship Course Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during Course hours.
- Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student. These tasks are designed to show the extern how the REAL WORLD operates at their mentor's independently operated unique place of business - whether that be a recording studio, a film production company, a radio station, or a restaurant kitchen.

### **PROGRAM DESCRIPTION:**

The Recording Connection program includes the study of electronic music production, audio engineering, composition, arranging, mixing, mastering. The 24-week course curriculum aligns with an externship inside a private music production studio. Equipment used by the students includes Ableton Live. Equipment used by the externship Mentor includes Mac or PC, Ableton Live, digital audio interface, and audio other pro audio equipment.

### **PROGRAM OBJECTIVES:**

*Students will learn the basics of:*

- Electronic music production
- Audio Engineering
- Mixing and mastering
- Composition
- Arranging

### **COURSES:**

#### ***Online Coursework***

Students will complete and submit a minimum of one (1) course each week and may not exceed three (3) courses per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the student has reported their hours. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test by the Academic

Facilitator. Computerized grading provides immediate scoring of the test and is available to the student at that time.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program. Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 10 days after the assignment is received by the institution. These assignments are reviewed with the student.

Students are required to keep all appointments with their Academic Facilitator, whether for Student Services Advisors or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some courses will have two assignments, one to be turned in to the student's Mentor, another to be turned in to Academic Facilitator.

### ***Externship Sessions***

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the Mentor, the station, studio, or company at which the student is earning externship hours. Physical attendance is required and recorded during the externship portion of the program. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the student has reported their hours.

The student must understand that while Recording Radio Film Connection & CASA Schools has contracted the student's Mentor to administer the externship and allow the student to participate in the Mentor's responsibilities, the actions or opinions of the studio, its associates, artists, or affiliates are of their own and not a reflection of Recording Radio Film Connection & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the studio.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within sixty (60) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film Connection & CASA Schools.

### **REQUIRED MATERIALS:**

- Ableton Live Suite 9
- *The Recording Connection Ableton Electronic Music Production – 24 Week Course Digital eBook*, Written by Brian Jackson, Tony Grund, Ryan Kull

**RECORDING CONNECTION FOR ABLETON ELECTRONIC MUSIC PRODUCTION  
SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER**

<b>Course Titles</b>	<b>Classroom Hours</b>	<b>Externship Hours</b>	<b>Total Hours</b>
Course One – Core Concepts	3	7	10
Course Two – Audio Clips in Detail	3	7	10
Course Three – Recording and Editing MIDI	3	7	10
Course Four - Live Mixer and Signal Flow	3	7	10
Course Five – Completion 101	3	7	10
Course Six – The Rhythm Section	3	7	10
Course Seven – Melody	3	7	10
Course Eight – Harmony	3	7	10
Course Nine – Composition and Instrumentation	3	7	10
Course Ten – From Session to Arrangement	3	7	10
Course Eleven – Mix Finalizing Compositions	3	7	10
Course Twelve – Audio Processing	3	7	10
Course Thirteen – Subtractive Synthesis	3	7	10
Course Fourteen – Operator and AAS Instruments	3	7	10
Course Fifteen – Recording Audio for Sound Design	3	7	10
Course Sixteen – Sampling	3	7	10
Course Seventeen – Impulse and Drum Racks	3	7	10
Course Eighteen – Sound and Hearing	3	7	10
Course Nineteen – Audio Recording 201	3	7	10
Course Twenty – Arrangement View Recording Workflow	3	7	10
Course Twenty-One – Editing 201	3	7	10
Course Twenty-Two – Finishing Tracks	3	7	10
Course Twenty-Three – Mix 101	3	7	10
Course Twenty-Four – Export and Faux Mastering	3	7	10
<b>Total</b>	<b>72</b>	<b>168</b>	<b>240</b>



## **RECORDING CONNECTION FOR ADVANCED ABLETON ELECTRONIC MUSIC PRODUCTION**

**PROGRAM LENGTH:** 9 Months

**TOTAL HOURS:** 360

### **INSTRUCTIONAL MODE**

Distance Education Programs - coursework is completed with Academic Facilitator, remotely, in conjunction with an externship experience at a location determined by the student. Externship locations can be up to 60 miles away from the student's address. The externship Mentor will work with each extern on structuring a specific schedule; the extern agrees that he/she will be available to meet with the Mentor at minimum twice per week.

### **METHODS OF INSTRUCTION**

- Online Course Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test by the Academic Facilitator. Computerized grading provides immediate scoring of the test and is available to the student at that time.
- Externship Course Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during Course hours.
- Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student. These tasks are designed to show the extern how the REAL WORLD operates at their mentor's independently operated unique place of business - whether that be a recording studio, a film production company, a radio station, or a restaurant kitchen.

### **PROGRAM DESCRIPTION:**

The Recording Connection program includes the study of electronic music production, audio engineering, composition, and arranging. This course also takes an expanded look at mixing and mastering, adding special effects to an arrangement, creating instrument & effects racks, and advanced finalization techniques. The 36 week course curriculum aligns with an externship inside a private music production studio. Equipment used by the students includes Ableton Live. Equipment used by the externship Mentor includes Mac or PC, Ableton Live, digital audio interface, and audio other pro audio equipment.

### **PROGRAM OBJECTIVES:**

*Students will learn the basics of:*

- Electronic music production
- Audio Engineering
- Mixing and mastering
- Composition
- Arranging

### **COURSES:**

#### ***Online Coursework***

Students will complete and submit a minimum of one (1) course each week and may not exceed three (3) courses per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA

Schools has received completed courses and the student has reported their hours. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test by the Academic Facilitator. Computerized grading provides immediate scoring of the test and is available to the student at that time.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program. Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 10 days after the assignment is received by the institution. These assignments are reviewed with the student.

Students are required to keep all appointments with their Academic Facilitator, whether for Student Services Advisors or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some courses will have two assignments, one to be turned in to the student's Mentor, another to be turned in to Academic Facilitator.

### ***Externship Sessions***

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the Mentor, the station, studio, or company at which the student is earning externship hours. Physical attendance is required and recorded during the externship portion of the program. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the student has reported their hours.

The student must understand that while Recording Radio Film Connection & CASA Schools has contracted the student's Mentor to administer the externship and allow the student to participate in the Mentor's responsibilities, the actions or opinions of the studio, its associates, artists, or affiliates are of their own and not a reflection of Recording Radio Film Connection & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the studio.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within sixty (60) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film Connection & CASA Schools.

### **REQUIRED MATERIALS:**

- Ableton Live Suite 9
- *The Recording Connection Ableton Electronic Music Production – 36 Week Course Digital eBook*, Written by Brian Jackson, Tony Grund, Ryan Kull

**RECORDING CONNECTION FOR ADVANCED ABLETON ELECTRONIC MUSIC  
PRODUCTION**

**SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER**

<b>Course Titles</b>	<b>Classroom Hours</b>	<b>Externship Hours</b>	<b>Total Hours</b>
Course One – Core Concepts	3	7	10
Course Two – Audio Clips in Detail	3	7	10
Course Three – Recording and Editing MIDI	3	7	10
Course Four - Live Mixer and Signal Flow	3	7	10
Course Five – Completion 101	3	7	10
Course Six – The Rhythm Section	3	7	10
Course Seven – Melody	3	7	10
Course Eight – Harmony	3	7	10
Course Nine – Composition and Instrumentation	3	7	10
Course Ten – From Session to Arrangement	3	7	10
Course Eleven – Mix Finalizing Compositions	3	7	10
Course Twelve – Audio Processing	3	7	10
Course Thirteen – Subtractive Synthesis	3	7	10
Course Fourteen – Operator and AAS Instruments	3	7	10
Course Fifteen – Recording Audio for Sound Design	3	7	10
Course Sixteen – Sampling	3	7	10
Course Seventeen – Impulse and Drum Racks	3	7	10
Course Eighteen – Sound and Hearing	3	7	10
Course Nineteen – Audio Recording 201	3	7	10
Course Twenty – Arrangement View Recording Workflow	3	7	10
Course Twenty-One – Editing 201	3	7	10
Course Twenty-Two – Finishing Tracks	3	7	10
Course Twenty-Three – Mix 101	3	7	10
Course Twenty-Four – Export and Faux Mastering	3	7	10
Course Twenty-Five – Advanced Techniques	3	7	10
Course Twenty-Six – Max for Live	3	7	10
Course Twenty-Seven – Expert Tips & Intermediate Audio FX	3	7	10

Course Twenty-Eight – Instrument and Effects Racks	3	7	10
Course Twenty-Nine – Drum Racks	3	7	10
Course Thirty – Live with Live	3	7	10
Course Thirty-One – EMP & Arranging II Park I	3	7	10
Course Thirty-Two – EMP & Arranging II Park II	3	7	10
Course Thirty-Three – Advanced Vocals	3	7	10
Course Thirty-Four – Mixing 201A	3	7	10
Course Thirty-Five – Mixing 201B	3	7	10
Course Thirty-Six – Mastering 201	3	7	10
<b>Total</b>	<b>108</b>	<b>252</b>	<b>360</b>

## **CHANGES**

Information about Recording Radio Film Connection & CASA Schools is published in this catalog and contains a description of policies, procedures, and other information about the school. Recording Radio Film Connection & CASA Schools reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog and in any revisions, supplements, and addenda to the catalog, as well as with all school policies. By enrolling in Recording Radio Film Connection & CASA Schools, the student agrees to abide by the terms stated in the catalog and all school policies.

## **STUDENT SERVICES**

### **ACADEMIC ADVISING**

Academic advising may be initiated by school personnel or the student when the need is identified.

All Academic Facilitator s can be reached Monday to Friday between 9am – 6pm PST and special hours can be accommodated if agreed upon by Academic Facilitator and student.

Should a student encounter a personal problem that may interfere with his or her ability to complete coursework, Recording Radio Film Connection & CASA Schools will provide assistance in identifying appropriate professional support in the student’s local community, but does not offer personal Advising assistance.

### **DISABILITY SERVICES**

Recording Radio Film Connection & CASA Schools provides accommodations to qualified students with disabilities. The Director of Academic Facilitator assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs, and activities at Recording Radio Film Connection & CASA Schools.

### **GRADUATE EMPLOYMENT ASSISTANCE**

Recording Radio Film Connection & CASA Schools encourages all graduates to use the school’s employment assistance services which are provided by the school’s Career Services Department. The Career Services Department is committed to assisting each graduate in aligning the deserved employment opportunity, no matter where the graduate is in their career exploration process. Employment assistance is available to every graduate for one (1) year as long as they remain in good standing with the school.

Graduates are provided professional development training throughout their time in the school by the Career Services Department. The Career Services Team utilizes scheduled sessions to guide future graduates in their career planning, develop their resumes and practice interviewing. The school provides students/graduates with an online portal in which students/graduates, Mentors, Academic Facilitator and the career services team can work together on creating, managing, and sharing students/graduates’ professional documents (e.g., resumes and cover letters). Once a resume has been built, interviewing skills are coached to students/graduates and a mock interview is conducted and video recorded, allowing for students/graduates to further polish their interviewing skills.

In addition to scheduled sessions, students and graduates are invited to contact and or visit with the Career Services Department at any time for assistance. Students and graduates may participate in one-on-one career

advising meetings, career planning workshops and a variety of recruitment opportunities throughout the year.

While the school works to provide the appropriate services, information, and beneficial links between graduates and employers, Recording Radio Film Connection & CASA Schools cannot and does not guarantee that it will secure employment for graduates.

### **HELP DESK**

Recording Radio Film Connection & CASA Schools provides a Help Desk to assist students with user information and support of the institution's services. A student may access the Help Desk 24/7 through the Student Portal. Students may also seek assistance by emailing their assigned academic facilitator.

### **HOUSING**

Recording Radio Film Connection & CASA Schools does not assume responsibility for student housing, does not have dormitory facilities under its control or offer student housing assistance. Students are encouraged to speak with the Academic Facilitator for additional information.

### **ORIENTATION**

Recording Radio Film Connection & CASA Schools provides a comprehensive orientation program for all new students. Orientation is offered as a means of assisting new students in their transition and adjustment to life at Recording Radio Film Connection & CASA Schools. Orientation is required for all new students and promotes an understanding of policies and procedures.

### **STUDENT RECORDS**

Student records will be maintained on site at the administrative office for five years from the last date of attendance. Transcripts are maintained permanently and kept in two separate locations at the headquarters in Los Angeles. All student files are kept confidential and secured, only authorized school personnel have access to student records. Students may request through email, phone, or in-person a copy of their academic transcripts. Students must give the school written permission via email, fax or letter for any other person or organization to receive student transcripts.

Students may request a copy of his/her academic records in person or by written request. Transcripts are provided free upon graduation to students to assist them with employment in their respective professional fields.

Student transcripts will not be released to other individuals or organizations without the written consent of the student if he or she is over 18 years of age. If the student is under 18 years of age, transcripts can be released by the written consent of a parent or legal guardian.

The School is unable to fulfill transcript requests for students who have a financial hold. RRFC policy prohibits transmittal of official transcripts for any student not current with their payments to the school.

### **RESOURCE CENTER**

Recording Radio Film Connection & CASA Schools provides students with all learning resources required for the program within the curriculum. All resources are electronic in nature and are provided directly by the school to the student as part of the Associated Fees.

Students can access the Internet or local libraries for additional resources should they want to obtain additional information related to program content.

## **SCHOOL POLICIES AND GOVERNMENT REGULATIONS**

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, sets out requirements designed to afford student certain rights with respect to their educational records. In addition, it puts limits on what information Recording Radio Film Connection & CASA Schools may disclose to third parties without receiving prior written consent from the students.

#### **Disclosure of Educational Records**

Recording Radio Film Connection & CASA Schools generally will not permit disclosure of personally identifiable information from the records without prior written consent for the student.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT REGULATION (HIPAA)**

The parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. 1320d (“HIPAA”) and any current and future regulations promulgated there under, including, without limitation, the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (“Federal Privacy Regulations”), the federal security standards contained in 45 C. F. R. Part 142 (“Federal Security Regulations”) and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as “HIPAA Requirements”. The parties agree not to use or further disclose any Protected Health Information (as defined in 42 U.S.C. Section 1320d, other than as permitted by the HIPAA Requirements and the terms of this Agreement. The parties agree to make their internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations. In addition, the parties agree to comply with any state laws and regulations that govern or pertain to the confidentiality, privacy, security of, and electronic and transaction code sets pertaining to, information related to patients. The parties hereby acknowledge that the services being provided to the Facility by the RRFC pursuant to this Agreement are not intended to create a “Business Associate” relationship as the term is defined in 45 CFR 160.103.

### **NON-DISCRIMINATION POLICY**

Recording Radio Film Connection & CASA Schools does not discriminate or harass on the basis of race, religion, color, gender, sex, sexual orientation, sexual identity, gender identity, transgender identity, gender expression, genetic information, national origin, ancestry, citizenship status, uniformed service member status, veteran’s status, military status, marital status, pregnancy, age, medical condition, disability, or any other consideration made unlawful by protected by the state, local or federal law, in our programs and activities. The Academic Facilitator has been designated to address questions regarding the non-discrimination policy and may refer questions to the Institutional Director.

Recording Radio Film Connection & CASA Schools prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

### **NO HARASSMENT POLICY**

Recording Radio Film Connection & CASA Schools does not discriminate or harass on the basis of race, religion, color, gender, sex, sexual orientation, sexual identity, gender identity, transgender identity, gender expression, genetic information, national origin, ancestry, citizenship status, uniformed service member status, veteran’s status, military status, marital status, pregnancy, age, medical condition, disability, or any other consideration made unlawful by protected by the state, local or federal law, in our programs and

activities. The Academic Facilitator has been designated to address questions regarding the non-discrimination policy and may refer questions to the Institutional Director.

Recording Radio Film Connection & CASA Schools prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

### **THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008**

Recording Radio Film Connection & CASA Schools is committed to compliance with the Copyright Infringements Policies.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000.00 per work infringed. For “willful” infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion, also assess cost and attorneys’ fees. For details, see Title, 17 United States Code, Section’s 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

### **GRIEVANCE PROCEDURE**

Students must understand that Recording Radio Film Connection & CASA Schools will make every effort to correct any issue(s) that may arise during participation in their training program. Recording Radio Film Connection & CASA Schools understands that many issues that may arise are unique to a given student or Mentor, and great care must always be taken to ensure that the student receives a full education.

Recording Radio Film Connection & CASA Schools believes that most concerns and differences are best addressed through open and honest communication conducted in an informal, respectful, and civil manner and that effective resolution in direct, prompt, and constructive dialogue is possible. Grievance proceedings and information shall be kept confidential at all levels to the extent possible. Should any student have a complaint, the student will have 15 days to file a complaint from the triggering event and shall follow these steps;

1. A student aggrieved by action of the school should attempt to resolve these problems with the appropriate school Academic Facilitator or mentor or designee. Should this step fail go to step number 2.
2. Student shall contact the Institutional Director, Stacie Rodriguez, at the following number 800-295-4433 or email [srodriguez@rrfedu.com](mailto:srodriguez@rrfedu.com) or her designee. If this step should fail, the student must go to step 3.



3. The student shall submit a written internal grievance to the following email Chief Academic Officer, Brian Kraft, at the following number 800-295-4433 or email [brian@rrfedu.com](mailto:brian@rrfedu.com) or his designee. The email shall be labeled, "Student Grievance". The school will provide the student a time-stamped copy of this grievance.
4. Once the school receives the time stamped student grievance, the school will have 20 days to do an investigation and provide the student with a written determination.
5. The school's determination is final.

Students will not be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint.

### **ARIZONA**

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details. The State Board address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007. Phone: 602/542/5709, Website: [www.azppse.gov](http://www.azppse.gov)

### **CALIFORNIA**

A student or any member of the public may file a complaint about this School with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site, [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **ILLINOIS**

Complaints against this school may be registered with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701, (217)782-2551 or at [www.ibhe.org](http://www.ibhe.org)

### **KENTUCKY**

This school is licensed by the State of Kentucky Commission on Proprietary Education. Complaints and concerns should be directed to the State of Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort, Kentucky, (502) 564-4185, or at <http://kcpe.ky.gov>

### **MICHIGAN**

This school is licensed by the State of Michigan, Department of Licensing and Regulatory Affairs. Complaints and concerns should be directed to Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau, P.O. Box 30018, Lansing, MI 48909, Telephone: (517) 241-7000.

### **OHIO**

This school is licensed by the State of Ohio, State Board of Career Colleges and Schools. Complaints and concerns should be directed to State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215 (614) 466-2752, Fax (614) 446-2219, Toll Free (877) 275-4219, E-mail: [bprs@scr.state.oh.us](mailto:bprs@scr.state.oh.us)

## **OREGON**

This school is licensed by Oregon Higher Education Coordinating Commission. Student must exhaust the school's grievance process prior to submitting a student complaint to the Oregon Higher Education Coordinating Commission. Should the process fail, students may contact: Oregon Higher Education Coordinating Commission, Private Career Schools, 225 Capitol St. NE, Salem, OR 97310. Phone 503-947-5716.

## **TENNESSEE**

This school is licensed by Tennessee Higher Education Commission. Complaints should be directed to Attn: DPSA Complaints, Tennessee Higher Education Commission, Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville TN 37243-0830.

Web: [https://www.tn.gov/assets/entities/thec/attachments/Complaint\\_Form\\_%28Rev.12.16%29\\_1-26-17.pdf](https://www.tn.gov/assets/entities/thec/attachments/Complaint_Form_%28Rev.12.16%29_1-26-17.pdf).

## **WISCONSIN**

Under Wisconsin Administrative Code EAB 4.08 (2), the Educational Approval Board (EAB) has the authority to investigate complaints involving EAB-approved schools. Every EAB-approved school has a process to resolve complaints. Before a complaint is filed with the EAB, the complainant must attempt to resolve the matter with the school. If the matter cannot be resolved, a complaint may be filed with the EAB. Complaints forms are available at <http://eab.state.wi.us/resources/complaint.asp>.

## **PROGRAM TUITION AND FEES**

**RECORDING RADIO FILM CONNECTION & CASA SCHOOLS (RRFC)** has established a tuition and fee structure which affords students an opportunity to pursue their educational goals. SEE PAGE 59 of the catalog for the Tuition and Fees which includes Total Program Cost.

RRFC provides various resources and points of access for the students immediately upon signing the enrollment agreement and attending orientation. Student resources include copyrighted program syllabus/curriculum and e-books, software, tutorial services along with IT Support. Given these materials are proprietary intellectual properties owned and/or facilitated by RRFC, fees are non-refundable.

The associated fees for the program are \$2500. (non-refundable) which includes the detailed services outlined below which are relevant to your educational program. Students are required to agree to pay all fees to be admitted in their selected educational program and may not opt out of any services, materials, software, equipment, and student support services provided by the school.

After receipt of the first course and initial materials, Recording Radio Film Connection & CASA Schools shall transmit/send the balance of my program materials. Recording Radio Film Connection & CASA Schools shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and mentor/Academic Facilitator interaction, and evaluation and comment on courses submitted, and shall be obligated to pay a pro-rated tuition refund.

## **SERVICES AND FEES**

**Administrative Fee:** Fee for student interviews and processing fee for program acceptance.

**Institutional Fee:** Comprised of various resources to include Mentor interview preparation access to RRFC licensed material used as resources for the student to further explore their industry of choice introduction directly to industry professionals that are providing studio time on behalf of RRFC. In addition, the fee includes access to proprietary information offered via our internal LMS as well as unlimited access to career advising pertaining to Facilitator assisted production of music, screenwriting, & culinary techniques.

**Materials:** To ensure all students are progressing with the proper tools correlating with the curriculum, program materials are provided. (i.e., e-books, program curriculum, knife-set, chef smock, microphone when applicable)

**Software:** To ensure all students are progressing with the proper tools correlating with the curriculum, program related software is provided. (i.e., Ableton, Logic, Protocols Adobe, and pertinent Plug-Ins when applicable)

**Tutorial Services:** To ensure all students are progressing with the student academic support they need; services and multiple resources are provided. (i.e., troubleshooting, additional orientation, academic assistance, IT Support when applicable)

**Student Support Services:** To ensure all students have the support and resources they need. (i.e., services include academic advising, IT support and troubleshooting, disability services, graduate employment assistance, student records maintenance, orientation, and resource center)

**PROGRAM TUITION AND FEES Illinois Only**

<b>Program Name</b>	<b>Program Tuition</b>	<b>Associated Fees (Administrative, Institutional, Materials, Software, Tutorial &amp; Student Support Services (Non-Refundable))*</b>	<b>Total Cost</b>
Recording Connection for Audio Engineering & Music Production	\$10,360.00	\$2,500.00	\$12,860.00
Recording Connection for Advanced Audio Engineering & Music Production	\$10,860.00	\$2,500.00	\$13,360.00
Recording Connection for Ableton Electronic Music Production	\$10,720.00	\$2,500.00	\$13,220.00
Recording Connection for Advanced Ableton Electronic Music Production	\$13,720.00	\$2,500.00	\$16,220.00

\*The **Associated Fees** for the program are \$2500.00 (non-refundable) and include Administrative and Institutional Fees, Materials, Software, Tutorial and Student Support Services. Additional fees, as applicable: If a student misplaces his/her microphone or equipment issued, the student must purchase a replacement at cost.

## MANAGEMENT AND ADMINISTRATIVE STAFF LISTING

### Management

Chief Executive Officer - James Petulla

Chief Operating Officer/Chief Academic Officer  
- Brian Kraft

### Accounting

CFO – Ashford Chancellor

Controller – Cyndi DeBord

Accounting Receivable – Bailey Licklider

Accounts Payable – Zolita Estrada

Customer Relations Specialist - Romeo Dalipe

### Administration

Institutional Director – Stacie Rodriguez

Administration – Anthony Galang

Administration - Angelica Aguliar

Records & Compliance Facilitator – Alissa Meihls

Writer/Editor – Liya Swift

### Admissions

Director of Admissions - Matthew Johnson

Associate Director of Admissions – Korey LaRue

Associate Director of Admissions – Andrew Trivette

Assistant to Director of Admissions – Austin Gile

Assistant to Director of Admissions – Lance Dean

Assistant to Director of Admissions – Benjamin Shapiro

Assistant to Director of Admissions – Orlando Mendoza

Admissions Representative Supervisor – Jason Boyce

Lead Admissions Representatives – Joey Povinelli

Junior Admissions Representatives – Dany Bwinika

Junior Admissions Representatives – Miguel Tamez

Junior Admissions Representatives – Lianet Coleman

### Career Services

Career Services Advisor – Gervais Maillard

### Financial Planning

Family Financial Planner – Zainn Trujeque

Family Financial Planner – Cody Lewis

Family Financial Planner – Luis Garcia

### TTP/Mentor Business Development

Mentor Services Advisor – Michael Postolache

### Regulatory Affairs & Compliance

Chief Compliance Officer – Joyce Mullen

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## **Faculty - Academic Facilitator / Student Services**

Samuel Zulfer

Academic Facilitator Recording Connection  
Bachelor of Arts-Major- Audio Design and Production; Minor-Management, Columbia College  
Chicago, Chicago, IL

Elliot Campos

Academic Facilitator Film Connection  
Bachelor of Arts in Film and Video-Concentration Screenwriting, Columbia College,  
Chicago, IL

Bennett Papier

Academic Facilitator Recording Connection  
Bachelor of Music, Electronic Production and Design, Berklee College of Music, Boston, MA.

Alexander Solis

Academic Facilitator Recording Connection and Radio Connection  
Bachelor of Science, Major in Music Production, Full Sail University, Winter Park, FL

Joslyn Rodriguez

Academic Facilitator Recording Connection and CASA Culinary Schools  
Associate of Science, Major in Culinary Arts, Johnson & Wales University, Providence, RI

Jon Bicchieri

Academic Facilitator Recording Connection  
Bachelor of Arts in Entertainment Management with Audio Productions Focus, Bay State  
College, Boston, MA

**ILLINOIS STUDENT CONSUMER INFORMATION – 2020**

See Catalog Addendum

