

# RRFC®

RECORDING RADIO FILM CONNECTION & CASA SCHOOLS

## CATALOG

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Michigan



**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, Mentors, 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.rrfedu.com/consumer-disclosures/>

This catalog was prepared by administrative members of Recording Radio Film Connection & CASA Schools. The information contained herein was published on September 15, 2021, Volume VIII.

### **ADDENDUM**

The addendum will be updated regularly to accommodate changes in official school holidays, administrative staff and 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 **REAL WORLD** educational programs by selecting Mentors who are equipped with industry experience and expertise. Your Mentor shares the same passion as you while performing and/or demonstrating skills daily in an active and viable business setting. We have maintained an affordable cost of education to allow our graduates to pursue employment without long-term debt.

Your classroom is in the **REAL WORLD**. Depending upon your program selection, you will be assigned to professional recording studios/film production companies/radio stations/restaurant kitchens. This means that the job skills you will be learning are current and relevant to how things are done in the industry. In many cases, as you complete your externship, you will work on real world projects. This not only provides you with priceless, hands-on, practical application of your program content and skills, but are great additions to your resume.

You have embarked in a **REAL WORLD** journey to timely complete your selected program in as little as six to nine months. You will be matched with a Mentor in a learning environment that provides industry current educational practices and equipment providing you with an opportunity to learn and prepare for the **REAL WORLD** while pursuing gainful employment within a competitive market.

We look forward to you accomplishing amazing things.

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 of its 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>).

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 duly licensed 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**

**Not all Programs are approved in all States**

### **RECORDING CONNECTION**

Recording Connection for Audio Engineering & Music Production (Approved in MI)  
Recording Connection for Advanced Audio Engineering & Music Production  
Recording Connection for Ableton Electronic Music Production (Approved in MI)  
Recording Connection for Advanced Ableton Electronic Music Production (Approved in MI)  
Recording Connection for Hip Hop & Beat Making  
Recording Connection for Live DJ  
Recording Connection for Live Music  
Recording Connection for Logic Pro Electronic Music Production (Approved in MI)  
Recording Connection for Music Business  
Recording Connection for Music Producer

### **FILM CONNECTION**

Film Connection for Cinematography  
Film Connection for Film Production & Editing (Approved in MI)

### **RADIO CONNECTION**

Radio Connection for Radio Broadcasting (Approved in MI)

### **CHEF APPRENTICE SCHOOL OF THE ARTS (CASA)**

CASA Schools for Culinary Apprenticeship - Gourmet Chef

## **PROGRAM OCCUPATION OBJECTIVES**

**With United States Department of Labor's Standard Occupational Classification (SOC) Codes**

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

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Sound Effects Editor, Sound Designer, Live Sound Engineer, Audio Engineer, Producer, or an Assistant Sound Engineer. The following SOC codes have been identified for the Recording Connection for Audio Engineering & Music Production program:

27-4011 Audio & Video Technicians  
27-4012 Broadcast Technicians  
27-4014 Sound Engineering Technicians; Audio Recording Engineer, Sound Effects Technician, Sound Editor

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

**Occupational Objective:** The graduate should be able to acquire an advanced-level position as a Sound Effects Editor, Sound Designer, Live Sound Engineer, Audio Engineer, Producer, or an Assistant Sound Engineer.

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

27-4011 Audio & Video Technicians  
27-4012 Broadcast Technicians

27-4014 Sound Engineering Technicians; Audio Recording Engineer, Sound Effects Technician, Sound Editor

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

**Occupational Objective:** The graduate should be able to acquire an entry level position as a MIDI and Synthesizer Programmer, Electronic Dance Music Producer, Audio Editor, and Sound Designer.

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

- 27-2041 Music Directors & Composers; Songwriter, Conductor, Choirmaster, Direct or Lead Performances - Instrumental or Vocal
- 27-4011 Audio & Video Technicians

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

**Occupational Objective:** The graduate should be able to acquire an entry level position as an Ableton Live Rig Operator, Mixing Engineer, Assistant Mastering Engineer, Arranger, and Electronic Dance Music Composer.

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

- 27-2041 Music Directors & Composers; Songwriter, Conductor, Choirmaster, Direct or Lead Performances - Instrumental or Vocal
- 27-4011 Audio & Video Technicians

**RECORDING CONNECTION FOR HIP HOP & BEAT MAKING, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Scoring Assistant, Beat Engineer, Arranger, Label Relations, Composer, Software Technician, A+R Administrator, Promotions Assistant, or Rack Jobber.

The following SOC codes have been identified for the Recording Connection for Hip Hop & Beat Making program:

- 27-2041 Music Directors & Composers; Songwriter, Conductor, Choirmaster, Direct or Lead Performances - Instrumental or Vocal
- 27-4011 Audio & Video Technicians

**RECORDING CONNECTION FOR LIVE DJ, 210 Hours**

**Occupational Objective:** The graduate should be able to acquire and create new music live as it integrates with finished music and use these skills to find work in entertainment facilities, clubs, event planning companies, as a freelance live DJ, and media companies.

The following SOC codes have been identified for the Live DJ program:

- 27-2091 Disc Jockeys, Except Radio; Club DJ, Deejay, DJ
- 27-3011 Radio Disc Jockeys, Talk Show Host

**RECORDING CONNECTION FOR LIVE MUSIC, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Production Sound Mixer, Utility Sound Technician, Re-Recording Mixer, Audio Engineer (A1, A2), Live Music Coordinator, Assistant Engineer, Sound Technician, Resident Audio Technician, or Orchestral Librarian.

The following SOC codes have been identified for the Live DJ program:

- 27-2091 Disc Jockeys, Except Radio; Club DJ, Deejay, DJ
- 27-3011 Radio Disc Jockeys, Talk Show Host

## **RECORDING CONNECTION FOR LOGIC PRO ELECTRONIC MUSIC PRODUCTION, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry level position as a Logic Pro Engineer, Contemporary Pop Music Composer, Audio Editor, Sound Designer, and Logic Pro Mixing Engineer.

The following SOC codes have been identified for the Recording Connection for Logic Pro Electronic Music program:

- 27-2041 Music Directors & Composers; Songwriter, Conductor, Choirmaster, Direct or Lead Performances - Instrumental or Vocal
- 27-4011 Audio & Video Technicians

## **RECORDING CONNECTION FOR MUSIC BUSINESS, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry level position in a recording studio, management firm, record label, and related music or media companies.

The following SOC codes have been identified for the Music Business program:

- 13-1011 Agents and Business Managers of Performers and Athletes
- 27-3030 Public Relations Specialists
- 27-3099 Media and Communication Workers

## **RECORDING CONNECTION FOR MUSIC PRODUCING, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry level position in a recording studio as he or she works his or her way up to music producer, understand studio etiquette, how to communicate abstract musical concepts to clients and audio engineers, motivate talent to deliver targeted performances and possess an entry level understanding of budget, deliverables, acquisition of new business, business development.

The following SOC codes have been identified for the Music Producing program:

- 27-2012 Producers and Directors
- 27-2040 Music Directors Composers

## **FILM CONNECTION FOR CINEMATOGRAPHY, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as an Assistant Camera Operator, 1<sup>st</sup>/2<sup>nd</sup> Camera Assistant, Camera Loader, Studio Camera operator, Gaffer, Studio/Assistant Videographer, Aerial Camera Assistant, Art Department Coordinator, 2<sup>nd</sup>/3<sup>rd</sup> Assistant Director, Assistant Stereographer, Cable Puller, Digital Imaging Technician, HD Technician, Dolly Grip, Grip, Lighting Designer, VFX Coordinator, Film Loader, Camera Production Assistant, Motion Control Technician, Clapper Loader, or Video Playback Assistant.

The following SOC codes have been identified for the Film Connection for Cinematography program:

- 27-4021 Photographers
- 27-4031 Camera Operators, Television, Video, and Film
- 27-4032 Film & Video Editors

## **FILM CONNECTION FOR FILM PRODUCTION & EDITING, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Location Scout, Production Assistant, Video Editor, Camera Operator, Writer, Assistant Director, Producer, Prop Master, Set Decorator, Production Designer, Executive Producer, Talent Agent, or Casting Director.

The following SOC codes have been identified for the Film Connection for Film Production & Editing program:

- 27-2012 Producers & Directors

27-3041	Editors
27-3043	Writers & Authors
27-4021	Photographers
27-4031	Camera Operators, Television, Video, and Film
27-4032	Film & Video Editors

### **RADIO CONNECTION FOR RADIO BROADCASTING, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Broadcaster, On-air DJ, Commercial Announcer, PSA voice over artist, on-air Producer or a Board Operator.

The following SOC codes have been identified for the Radio Connection for Radio Broadcasting program:

27-3011	Broadcast Announcers and Radio Disc Jockeys
27-3023	News Analysts, Reporters, and Journalists; Columnist, Correspondent, Film Critic, News Anchor

### **CASA SCHOOLS FOR CULINARY APPRENTICESHIP - GOURMET CHEF, 276 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Cook, Prep Cook or Line Cook.

The following SOC codes have been identified for the CASA Schools for Culinary Apprenticeship - Gourmet Chef program:

35-1011	Chefs & Head Cooks
35-1012	First Line Supervisors of Food Preparation & Serving Workers
35-2012	Cooks, Institution & Cafeteria
35-2013	Cooks, Private Household
35-2014	Cooks, Restaurant
35-2015	Cooks, Short Order
35-2019	Cooks, All Other
35-2021	Food Preparation Workers
11-9051	Food Service Managers
51-3011	Bakers

## **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. 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 the 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

Recording Connection for Hip Hop & Beat Making

- Pro Tools 12, Logic Pro X or Ableton Live Suite 9
- Recording Connection Course Curriculum [eBook Format]
- *The Recording Connection Hip Hop & Beat Making* Digital eBook, Written by Jamal Abercrombia, Gerald Keys, Doug Boulware and Mark Einhorn

Recording Connection for Live DJ

- Ableton Live 9 Suite
- Musical Instrument Digital Interface (MIDI)
- Live's Browsers
- Recording Connection Course Curriculum [eBook Format]

Recording Connection for Live Music:

- Pro Tools 12, Logic Pro X or Ableton Live Suite 9
- *The Sound Reinforcement Handbook* by Gary Davis [ISBN 007-3999009644]
- *The Recording Connection Live Music Engineering* Digital eBook, Written by Jamal Abercrombia, Luis Moreno and Doug Boulware

Recording Connection for Logic Pro Electronic Music Production

- Logic Pro X
- *The Recording Connection Logic Pro Electronic Music Production* Digital eBook, Written by Doug Boulware and Mark Einhorn

#### Recording Connection for Music Business

- *Recording Connection Audio School Program – Music Business Digital eBook*, Written by Ashley Calhoun and Jamal Abercrombia with Hunter Bretting

#### Recording Connection for Music Producing:

- Pro Tools™
- *Recording Connection Audio School Program – Music Producing Digital eBook*, Written by Doug Boulware and Zack Phillips with Brian Kauppi, Joey Heier, Danny Fluck, and Dylan Powers

#### Film Connection for Cinematography:

- *Film Connection Film Institute: Introductory Course on Cinematography eBook*, Written by Jacob Wells and Steve Carmichael
- *The Five C's of Cinematography*, Written by Joseph V. Mascelli

#### Film Connection for Film Production & Editing:

- *Film Connection Course Curriculum eBook*, Written by Brian Kraft, Tim Atkinson and Dave Baker
- *Film Connection Film Institute Introductory Course on Writing and Producing* by Tim Atkinson, Dave Baker and Brian Kraft

#### Radio Connection for Radio Broadcasting:

- PreSonus Studio One 3 Artist
- USB condenser microphone
- Radio Connection Broadcasting Curriculum eBook, Written by Jim Daniels

#### CASA Schools for Culinary Apprenticeship -Gourmet Chef

- CASA Schools –Gourmet Chef Curriculum (Hard Copy)
- Complete set of Chef Knives
- Complete set of Chef Whites

## **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 faculty, 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 or 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 Facilitators 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, use of illegal drugs, stealing, and malicious or willful destruction of 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, may pursue the *Ability to Benefit* entrance requirements as noted on page 20-21.
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 in admissions, educational programs or employment on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, genetic information, gender, military service, pregnancy or other category protected by applicable law.

### **ADMISSIONS PROCEDURE**

Admission procedures include a phone interview with an admissions representative to review goals, programs offered, school policies and procedures, 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, or tuition reduction.
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 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.

## **ACCOMMODATIONS 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 or 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 & CAMPUS 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.

## **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. 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, but shall not be obligated to pay any refund after all of 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 Text Book” 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 Facilitator Contact Information:**

- (800) 295-4433
- All 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 (Academic Affairs) serves the students, Mentor/faculty and community through the conception design, development and implementation of postsecondary educational curriculum. 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/faculty, 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 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

## **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, not to 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. 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. 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.

## **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 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**

<i>Grade</i>	<i>Definition</i>
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 team 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**

Evaluation Point	Milestones (CGPA and ICR)	Required Action
End of 50% of the Program (100 Clock Hours of 200 Clock Hours)	2.0 and 98% completion of scheduled hours (Minimum 98 Clock Hours)	Academic Advising (if 1st time)
End of 100% of the Program (200 Clock Hours)	2.0 and 98% completion of scheduled (Minimum 196 Clock Hours)	Academic Advising (if 1st time) Academic Probation (if 2 <sup>nd</sup> time)
At Any Time	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 don’t turn in work or don’t 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/instructor within twenty-four hours of the test to arrange for a make-up examination.

**Repeating a Course**

Students who are 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 single course with their Mentor which ends in a quiz. The grade of the quiz functions as an indicator that the students 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 Staff 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 Staff 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 Staff 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 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 of 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 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**

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, or 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, and no refund will be provided. 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 Student Services Department contacts each student and Mentor to monitor student attendance.

The Student Services Director may place a student on attendance probation if the student is not maintaining 98% attendance. This status change will result in a formal student services 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/instructor 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 an 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 on the attached addendum.

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 reduction 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 of 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 \$3800 to \$2,000, plus \$500 off total tuition. ***Total Grant 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 of 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 \$3800 to \$2,000, 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 of 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.
  - Interview and acceptance by the RRFC Program Mentor.

**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 \$2,000, plus \$2,000 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 (NMLS # 1028330, NMLS Consumer Access, AZ 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 Finance Lenders License, Department of Business Oversight.

#### **Climb Credit, INC.**

This is a third-party private loan servicing and financing solution for students enrolling in the Recording Connection - audio programs. 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; 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**

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 \$150.00 will be required to start the program.

To be considered for a monthly payment plan, the student must fill out the credit application provided along with the enrollment agreement and return the credit application with 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.

### **THREE-DAY CANCELLATION**

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

### **OTHER CANCELLATIONS**

The student may cancel and obtain a refund of charges paid through attendance at the first-class session, or the third day after enrollment, whichever is later.

### **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 thirty (30) days with the exception of non-refundable supplies/fees, etc.

### **DISTANCE EDUCATIONAL PROGRAMS**

This Institution 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 Institution transmits the balance of the material as the student requests, the Institution 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, but shall not be obligated to pay any refund after all of the courses are material are transmitted.

### **WITHDRAWAL FROM THE PROGRAM**

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 thirty (30) 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.



## SCHOOL CALENDAR

### Section 6700 of the California Government Code 2020 Holidays

Day Observed	Holiday
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

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

Day Observed	Holiday
January 1	New Year's Day
January 18	Dr. Martin Luther King Jr. Day
February 12	Lincoln's Birthday
February 15	President's Day
March 31	Cesar Chavez Day
May 31	Memorial Day
July 4	Independence Day
September 6	Labor Day
September 9	Admission Day
October 11	Columbus Day
November 11	Veterans Day
November 25	Thanksgiving Day
November 26	Day after Thanksgiving
December 25	Christmas

## REFUND AFTER THE COMMENCEMENT OF SESSIONS

### 1. Procedure for withdrawal/withdrawal date:

- A. A student choosing to withdraw from the school after the commencement of sessions is to provide written notice to the Institutional Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- C. A student will be determined to be withdrawn from the School if the student has not attended any class for 30 consecutive class days.
- D. All refunds will be issued within 30 days of the determination of the withdrawal date.

### 2. Tuition charges/refunds: REFUND POLICY

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition.
- B. After the commencement of classes, the paid tuition refund shall be determined as follows:

<b>Proportion of Total Program Hours Taught by Withdrawal Date</b>	<b>Tuition refund amount:</b>
<b>Less than or equal to 10% earned</b>	<b>90% of program cost</b>
<b>More than 10% but less than equal to 20% earned</b>	<b>80% of program cost</b>
<b>More than 20% but less than equal to 30% earned</b>	<b>70% of program cost</b>
<b>More than 30% but less than equal to 40% earned</b>	<b>60% of program cost</b>
<b>More than 40% but less than equal to 50% earned</b>	<b>50% of program cost</b>
<b>More than 50% but less than 60% earned</b>	<b>40% of program cost</b>
<b>60% or more earned</b>	<b>No Refund is required</b>

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

After the completion of the refund calculation, the school will deduct the **Associated Fees** of \$2150. (non-refundable).

### REFUNDS

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

### 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.

## **PROGRAM DESCRIPTIONS**

### **FILM CONNECTION FOR CINEMATOGRAPHY**

*(NOT APPROVED IN MI)*

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

#### **PROGRAM DESCRIPTION:**

The Cinematography curriculum is designed to instruct students on the history of the medium of film, and how the Director of Photography fits into this lineage as an important functioning part of the production. The course begins with students learning the fundamental concepts of filmmaking, in order to better articulate the exact role of Cinematography within that framework. They are then transitioned into learning about composition for shots, lighting, filtering, coloring, and all other functions of the moving image that a Director of Photography should be able to communicate with.

#### **PROGRAM OBJECTIVES:**

*Students will learn the basics of:*

- Film history
- Film theory
- Legal considerations
- Guilds, trade unions, and their place in filmmaking
- Financing and budgets
- Scheduling
- Composition
- Lighting
- Pre-production and post-production

## **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. 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. 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:**

- *The Five C's of Cinematography*, Written by Joseph V. Mascelli
- *Film Connection Film Institute: Introductory Course on Cinematography*, Written by Jacob Wells & Steve Carmichael

**FILM CONNECTION FOR CINEMATOGRAPHY**  
**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 - A History of Film to Digital	3	7	10
Course Two - The Role of the Director of Photography	3	7	10
Course Three - Famous DPs	3	7	10
Course Four - Rule of Thirds	3	7	10
Course Five – Camera Angles	3	7	10
Course Six – Camera Movement	3	7	10
Course Seven – Shot Sizes	3	7	10
Course Eight – Depth of Field	3	7	10
Course Nine – Frame Rate	3	7	10
Course Ten – Basic Lighting	3	7	10
Course Eleven - T-Stops and F-Stops	3	7	10
Course Twelve - Aspect Ratios	3	7	10
Course Thirteen - Color and Its Effect	3	7	10
Course Fourteen - Creating a Shot List	3	7	10
Course Fifteen - Cinema as a Language	3	7	10
Course Sixteen – Continuity	3	7	10
Course Seventeen - Set Operations	3	7	10
Course Eighteen - Working Through Technical Issues	3	7	10
Course Nineteen - Creating Evocative Images (The Guide for Independent DPs)	3	7	10
Course Twenty - Starting Your Career	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>

**United States Department of Labor’s Standard Occupational Classification (SOC) codes**

The following SOC codes have been identified for the Film Connection for Cinematography program:

- 27-4021 Photographers
- 27-4031 Camera Operators, Television, Video, and Film
- 27-4032 Film & Video Editors

## **FILM CONNECTION FOR FILM PRODUCTION & EDITING (Approved in Michigan)**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

### **PROGRAM DESCRIPTION:**

The Film Connection program introduces students to a wide variety of film making activities, including film history, film theory, script writing, legal considerations, guilds, trade unions, project financing, budgeting, directing, scheduling, cinematography, pre- production, costuming, make up, actors, post-production, marketing, and distribution. Students learn various aspects of filmmaking, including how to direct, how to edit, how to pitch their script to industry professionals, and how to create a business plan. The Film Connection program offers students online immersion and externship in the arts of film making and film production. The externship portion is specifically designed for students looking to break into the film business in their local market. Equipment used by students includes Mac or PC and the Mentor's equipment as needed. Equipment used by the externship Mentor includes Final Cut Express 4 and Adobe Premiere Elements 11.

### **PROGRAM OBJECTIVES:**

*Students will learn the basics of:*

- Film history
- Film theory
- Script writing
- Legal considerations
- Guilds, trade unions, and their place in filmmaking
- Financing and budgets
- Directing
- Scheduling
- Cinematography
- Pre-production and post-production
- Costuming and make up
- Marketing and distribution

## **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. 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. 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:**

- *Film Connection Course Curriculum* eBook, Written by Brian Kraft, Tim Atkinson and Dave Baker
- *Film Connection Film Institute Introductory Course on Writing and Producing*, Written by Tim Atkinson, Dave Baker and Brian Kraft

**FILM CONNECTION FOR FILM PRODUCTION & EDITING**  
**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 – Intro to Genre	10	0	10
Course Two – History of Film	10	0	10
Course Three – The Hero with a Thousand Faces	3	7	10
Course Four - Writing What You Know	10	0	10
Course Five: Hierarchy of a Production	3	7	10
Course Six – Act One	3	7	10
Course Seven - Mastering Your Genre	3	7	10
Course Eight – Stages of a Production	3	7	10
Course Nine – Cinematography	3	7	10
Course Ten – Building a Climax	3	7	10
Course Eleven - Line Producing	3	7	10
Course Twelve – Crappy First Drafts	3	7	10
Course Thirteen - Storyboarding	3	7	10
Course Fourteen - Breaking Down Your Script	3	7	10
Course Fifteen - Directing One – Pre-Production	3	7	10
Course Sixteen - Directing Two: Working with Actors	5	5	10
Course Seventeen - Directing Three - The Shoot	5	5	10
Course Eighteen - Working with Editors	5	5	10
Course Nineteen – Preparation for Your Journey	10	0	10
Course Twenty – Welcome to L.A.	10	0	10
<b>Total</b>	<b>101</b>	<b>99</b>	<b>200</b>

**United States Department of Labor’s Standard Occupational Classification (SOC) codes**

The following SOC codes have been identified for the Film Connection for Film Production & Editing program:

- 27-2012 Producers & Directors
- 27-3041 Editors
- 27-3043 Writers & Authors
- 27-4021 Photographers
- 27-4031 Camera Operators, Television, Video, and Film
- 27-4032 Film & Video Editors



## **RADIO CONNECTION FOR RADIO BROADCASTING (Approved in Michigan)**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

### **PROGRAM DESCRIPTION:**

The Radio Connection program introduces students to radio broadcasting. Areas covered include history of broadcasting, breathing and voice, commercial announcing and commercial writing, news, sports, public service announcements, and weather reporting. Students learn on-air broadcasting techniques for all types of radio, including sports, talk, and DJ-ing. The Radio Connection program exposes students to online and on-ground radio broadcasting. Students complete an externship with a Mentor inside a real radio station. Equipment used by students includes Mac or PC, Adobe Audition, and USB Condenser Microphone. Equipment used by the externship Mentor includes Mac or PC, and Adobe Audition

### **PROGRAM OBJECTIVES:**

*Students will develop proficiency in:*

- Breathing and voice
- Commercial announcing and writing
- News
- Sports
- Public service announcements
- Weather reporting

### **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. 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. 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:**

- Presonus Studio One lite version
- USB condenser microphone
- Radio Connection's Broadcasting Curriculum, Written by Jim Daniels

**CONNECTION FOR RADIO BROADCASTING  
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 - Broadcast History & FCC Regulations	10	0	10
Course Two - Basic Broadcast Terminology	10	0	10
Course Three - Breathing and Voice Exercises	3	7	10
Course Four - Voice Test and Commercial Demo	3	7	10
Course Five - Show Prep and Promos	3	7	10
Course Six - Commercial Recording	3	7	10
Course Seven - Disc Jockey Announcing	3	7	10
Course Eight - Copywriting & Recording	3	7	10
Course Nine - Gathering & Writing News Copy	10	0	10
Course Ten - News Broadcasting	10	0	10
Course Eleven - Write and Record Demo	10	0	10
Course Twelve - Actuality: On-the-Street Reporter	3	7	10
Course Thirteen - 60-Second Spots and Public Service Announcements	10	0	10
Course Fourteen - Sports Part I	10	0	10
Course Fifteen - Sports Part II	10	0	10
Course Sixteen - Service Elements: Weather Forecasts	3	7	10
Course Seventeen - Audio Editing Test	10	0	10
Course Eighteen - The Interview	3	7	10
Course Nineteen - Radio Show Demos	3	7	10
Course Twenty - Final Demo and Job Search Prep	3	75	10
<b>Total</b>	<b>130</b>	<b>70</b>	<b>200</b>

**United States Department of Labor's Standard Occupational Classification (SOC) codes**

The following SOC codes have been identified for the Radio Connection for Radio Broadcasting program:

- 27-3011 Broadcast Announcers and Radio Disc Jockeys
- 27-3023 News Analysts, Reporters, and Journalists; Columnist, Correspondent, Film Critic, News Anchor

## **RECORDING CONNECTION FOR AUDIO ENGINEERING & MUSIC PRODUCTION** **(Approved in Michigan)**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

### **PROGRAM DESCRIPTION:**

The Recording Connection program includes the study of audio engineering, music producing, mixing and mastering, and post production. 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. 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. 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	10	0	10
Course Two – Basic Electronics	10	0	10
Course Three – Digital Audio	10	0	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	10	0	10
Course Nine – Welcome to Pro Tools	10	0	10
Course Ten – Plugins and Processing	10	0	10
Course Eleven – Midterm	3	7	10
Course Twelve – Mix Theory	10	0	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	10	0	10
Course Seventeen – Automation	10	0	10
Course Eighteen – Acoustics and Monitoring	3	7	10
Course Nineteen – Mastering	10	0	10
Course Twenty – Final Exam	3	7	10
<b>Total</b>	<b>133</b>	<b>67</b>	<b>200</b>

**United States Department of Labor’s Standard Occupational Classification (SOC) codes**

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

- 27-4011 Audio & Video Technicians
- 27-4012 Broadcast Technicians
- 27-4014 Sound Engineering Technicians; Audio Recording Engineer, Sound Effects Technician, Sound Editor

## **RECORDING CONNECTION FOR ADVANCED AUDIO ENGINEERING & MUSIC PRODUCTION (NOT APPROVED IN MI)**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

### **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. 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. 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**

<b>Course Titles</b>	<b>Classroom Hours</b>	<b>Externship Hours</b>	<b>Total Hours</b>
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>

**United States Department of Labor’s Standard Occupational Classification (SOC) codes**

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

27-4011 Audio & Video Technicians

27-4012 Broadcast Technicians

27-4014 Sound Engineering Technicians; Audio Recording Engineer, Sound Effects Technician, Sound Editor

## **RECORDING CONNECTION FOR ABLETON ELECTRONIC MUSIC PRODUCTION (Approved in Michigan)**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 240

**INSTRUCTIONAL MODE:** Distance Education Program - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

### **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. 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. 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	10	0	10
Course Two – Audio Clips in Detail	10	0	10
Course Three – Recording and Editing MIDI	10	0	10
Course Four - Live Mixer and Signal Flow	2	8	10
Course Five – Completion 101	2	8	10
Course Six – The Rhythm Section	2	8	10
Course Seven – Melody	10	0	10
Course Eight – Harmony	10	0	10
Course Nine – Composition and Instrumentation	10	0	10
Course Ten – From Session to Arrangement	2	8	10
Course Eleven – Mix Finalizing Compositions	2	8	10
Course Twelve – Audio Processing	10	0	10
Course Thirteen – Subtractive Synthesis	10	0	10
Course Fourteen – Operator and AAS Instruments	10	0	10
Course Fifteen – Recording Audio for Sound Design	2	8	10
Course Sixteen – Sampling	2	8	10
Course Seventeen – Impulse and Drum Racks	2	8	10
Course Eighteen – Sound and Hearing	10	0	10
Course Nineteen – Audio Recording 201	2	8	10
Course Twenty – Arrangement View Recording Workflow	10	0	10
Course Twenty-One – Editing 201	2	8	10
Course Twenty-Two – Finishing Tracks	2	8	10
Course Twenty-Three – Mix 101	2	8	10
Course Twenty-Four – Export and Faux Mastering	2	8	10
<b>Total</b>	<b>136</b>	<b>104</b>	<b>240</b>

**United States Department of Labor’s Standard Occupational Classification (SOC) codes**

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

27-2041 Music Directors & Composers; Songwriter, Conductor, Choirmaster, Director or

Lead Performances - Instrumental or Vocal

27-4011 Audio & Video Technicians

## **RECORDING CONNECTION FOR ADVANCED ABLETON ELECTRONIC MUSIC PRODUCTION (Approved in Michigan)**

**PROGRAM LENGTH:** 9 Months

**TOTAL HOURS:** 360

**INSTRUCTIONAL MODE:** Distance Education Program - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

### **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. 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. 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	10	0	10
Course Two – Audio Clips in Detail	10	0	10
Course Three – Recording and Editing MIDI	10	0	10
Course Four - Live Mixer and Signal Flow	2	8	10
Course Five – Completion 101	2	8	10
Course Six – The Rhythm Section	2	8	10
Course Seven – Melody	10	0	10
Course Eight – Harmony	10	0	10
Course Nine – Composition and Instrumentation	10	0	10
Course Ten – From Session to Arrangement	2	8	10
Course Eleven – Mix Finalizing Compositions	2	8	10
Course Twelve – Audio Processing	10	0	10
Course Thirteen – Subtractive Synthesis	10	0	10
Course Fourteen – Operator and AAS Instruments	10	0	10
Course Fifteen – Recording Audio for Sound Design	2	8	10
Course Sixteen – Sampling	2	8	10
Course Seventeen – Impulse and Drum Racks	2	8	10
Course Eighteen – Sound and Hearing	10	0	10
Course Nineteen – Audio Recording 201	2	8	10
Course Twenty – Arrangement View Recording Workflow	10	0	10
Course Twenty-One – Editing 201	2	8	10
Course Twenty-Two – Finishing Tracks	2	8	10
Course Twenty-Three – Mix 101	2	8	10
Course Twenty-Four – Export and Faux Mastering	2	8	10
Course Twenty-Five – Advanced Techniques	2	8	10
Course Twenty-Six – Max for Live	10	0	10
Course Twenty-Seven – Expert Tips & Intermediate Audio FX	2	8	10
Course Twenty-Eight – Instrument and Effects Racks	10	0	10

Course Twenty-Nine – Drum Racks	10	0	10
Course Thirty – Live with Live	2	8	10
Course Thirty-One – EMP & Arranging II Park I	10	5	10
Course Thirty-Two – EMP & Arranging II Park II	10	0	10
Course Thirty-Three – Advanced Vocals	2	8	10
Course Thirty-Four – Mixing 201A	10	0	10
Course Thirty-Five – Mixing 201B	10	0	10
Course Thirty-Six – Mastering 201	2	8	10
<b>Total</b>	<b>214</b>	<b>146</b>	<b>360</b>

**United States Department of Labor’s Standard Occupational Classification (SOC) codes**

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

- 27-2041 Music Directors & Composers; Songwriter, Conductor, Choirmaster, Direct or Lead Performances - Instrumental or Vocal
- 27-4011 Audio & Video Technicians



## **RECORDING CONNECTION FOR HIP HOP & BEAT MAKING** (NOT APPROVED IN MI)

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

### **PROGRAM DESCRIPTION:**

The Recording Connection Hip Hop Program combines a structured, academic curriculum with real life experience in a professional recording studio. At the conclusion of the program, students will have a firm grasp on the very specific fundamentals of Hip Hop music production, and they will learn to build a complete, commercial-ready Hip Hop song from start to finish. Contemporary Hip Hop production is an interdisciplinary combination of computing, audio engineering and comprehensive music theory. All of these subjects will be taught and organized around the complex skill of Beat Making, which is the foundational core of the Hip Hop genre. Students will focus on transitioning from being intuitive music listeners into strategic music makers and researchers, through developing a deep understanding of the various moving parts that go into intricate Beat Making.

### **PROGRAM OBJECTIVES:**

Students will learn the audio techniques of Beat Making, as well as the music theory of the Hip Hop genre, specifically through:

- Music Theory – Drum Patterns, Melody, Harmony, Meter, Tempo
- Sampling and Editing Audio Materials
- Sequencing Audio Materials
- Recording and editing vocal tracks and other audio elements
- Mixing and Mastering Projects
- Social Media and Marketing

### **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. 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***

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### **REQUIRED MATERIALS:**

- Pro Tools 12 or Logic or ProX or Ableton Live Suite 9
- Recording Connection Course Curriculum [eBook Format]
- Hip Hop & Beat Making Curriculum, Written by Jamal Abercrombia, Gerald Keys, Doug Boulware and Mark Einhorn.

**RECORDING CONNECTION FOR HIP HOP & BEAT MAKING**  
**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 - What is Hip Hop?	3	7	10
Course Two - Sound and Hearing	3	7	10
Course Three - Analog vs Digital	3	7	10
Course Four - Music Fundamentals 1	3	7	10
Course Five - Music Fundamentals 2	3	7	10
Course Six - Song Analysis	3	7	10
Course Seven - Songwriting Basics	3	7	10
Course Eight – Elements of Style	3	7	10
Course Nine – Logic Pro X History and Installation	3	7	10
Course Ten – Introduction to Logic	3	7	10
Course Eleven – 808s: The Beginning	3	7	10
Course Twelve – Session Management	3	7	10
Course Thirteen – Sequencing Audio	3	7	10
Course Fourteen – Manipulating Audio	3	7	10
Course Fifteen – MIDI and Virtual Instruments	3	7	10
Course Sixteen – Equalization and Dynamic Processing	3	7	10
Course Seventeen – Effects Processing	3	7	10
Course Eighteen – Mixing and Automation	3	7	10
Course Nineteen – Mastering	3	7	10
Course Twenty – Performing Rights Organizations and Publishing	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>

**United States Department of Labor’s Standard Occupational Classification (SOC) codes**

The following SOC codes have been identified for the Recording Connection for Hip Hop & Beat Making program:

- 27-2041 Music Directors & Composers; Songwriter, Conductor, Choirmaster, Direct or Lead Performances - Instrumental or Vocal
- 27-4011 Audio & Video Technicians

## **RECORDING CONNECTION FOR LIVE DJ (NOT APPROVED IN MI)**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 210

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

### **PROGRAM DESCRIPTION:**

The Recording Connection program includes the study of live DJing, and creating, recording, and performing mixed and mastered compositions. The 21 week course curriculum aligns with an externship inside a private music production studio. Equipment used by the students includes Ableton Live 9. Equipment used by the externship mentor includes Mac or PC computers, Ableton Live 9, digital audio interface and other pro audio and DJ equipment.

### **PROGRAM OBJECTIVES:**

Students will learn the basics of being a live DJ, including:

- Live DJing
- Ableton Live 9
- Creating and Recording
- Mixing and Mastering
- Performing

### **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. 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. 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 9 Suite
- Musical Instrument Digital Interface (MIDI)
- Live's Browsers
- Recording Connection Course Curriculum [eBook Format]

**RECORDING CONNECTION FOR LIVE DJ  
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 - Getting Started	3	7	10
Course Two - Core Concepts	3	7	10
Course Three - Audio in Live	3	7	10
Course Four - MIDI in Live	3	7	10
Course Five - Browsers, Instrument and FX Devices, & File Management	3	7	10
Course Six - Integrating Features Into a Workflow	3	7	10
Course Seven - Workflow Enhancements	3	7	10
Course Eight – Effects Processing in Live	3	7	10
Course Nine – Arranging and Mixing Techniques	3	7	10
Course Ten – Sound Design & Sampling in Live	3	7	10
Course Eleven – Sound Design & Synthesis in Live	3	7	10
Course Twelve – Instrument & FX Racks	3	7	10
Course Thirteen – Project Completion	3	7	10
Course Fourteen – Live 9 Features I	3	7	10
Course Fifteen – Live 9 Features II	3	7	10
Course Sixteen – Basic Max for Live Devices I	3	7	10
Course Seventeen – Basic Max for Live Devices II	3	7	10
Course Eighteen – Expanded Macros & External Devices	3	7	10
Course Nineteen – Live on Stage	3	7	10
Course Twenty – Final Exam	3	7	10
Course Twenty One - Ableton Push	3	7	10
<b>Total</b>	<b>63</b>	<b>147</b>	<b>210</b>

**United States Department of Labor’s Standard Occupational Classification (SOC) codes**

The following SOC codes have been identified for the Live DJ program:

27-2091                      Disc Jockeys, Except Radio; Club DJ, Deejay, DJ  
27-3011                      Radio Disc Jockeys, Talk Show Host

## **RECORDING CONNECTION FOR LIVE MUSIC** (NOT APPROVED IN MI)

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

### **PROGRAM DESCRIPTION:**

The Live Sound course allows students to learn exactly what goes into capturing sound in any live-performance environment. By shadowing a working-professional live sound engineer, students will become familiar with proper techniques for recording in a variety of both indoor and outdoor settings, as well as develop a skillset for the vast audio procedures that go into properly treating and mixing live music.

### **PROGRAM OBJECTIVES:**

Students will learn the basics live sound recording, including:

- In-depth understanding of sonic frequency, how sound travels, and the way humans perceive sound
- In-depth look at different microphone designs, make-ups, models, and the cables associated with them
- Learning about the process for creating a live sound system, including sound boards, amplifiers, and microphones
- Understanding frequency response, decibels and sound levels, and dynamic range and headroom, and their limitations
- Delving into aspects of recording sound in both indoor and outdoor settings
- In-depth understanding of harmonic distortion, input/output impedance
- The business aspects of live sound production, including personalized instruction in budgeting for live recording 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. 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. 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 or Ableton Live Suite 9
- *The Sound Reinforcement Handbook*, written by Gary Davis (ISBN 007-3999009644)
- The Recording Connection Live Sound Engineering Digital eBook, Written by Jamal Abercrombia, Luis Moreno and Doug Boulware



**RECORDING CONNECTION FOR LIVE MUSIC  
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 – Safety and Operations	3	7	10
Course Two – Sound and Hearing	3	7	10
Course Three – Basic Electronics	3	7	10
Course Four - Digital Audio	3	7	10
Course Five – Pro Tools	3	7	10
Course Six – Connectivity	3	7	10
Course Seven – Microphones	3	7	10
Course Eight – Basic Miking Considerations	3	7	10
Course Nine – Monitors	3	7	10
Course Ten – Dynamic Signal Processing	3	7	10
Course Eleven – Equalization	3	7	10
Course Twelve - Midterm	3	7	10
Course Thirteen - The Mixer	3	7	10
Course Fourteen - The Rack	3	7	10
Course Fifteen - Power Needs, Sonic Distribution, and Speaker Types	3	7	10
Course Sixteen - Working with Your Environment	3	7	10
Course Seventeen -Preparing for a Gig	3	7	10
Course Eighteen - The Venue	3	7	10
Course Nineteen - Mixing Live	3	7	10
Course Twenty - Final Exam	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>

**United States Department of Labor’s Standard Occupational Classification (SOC) codes**

The following SOC codes have been identified for the Recording Connection for Live Music program:

- 27-2041 Music Directors & Composers; Songwriter, Conductor, Choirmaster, Direct or Lead Performances - Instrumental or Vocal
- 27-4011 Audio & Video Technicians
- 27-4014 Sound Engineering Technicians; Audio Recording Engineer, Sound Effects Technician, Sound Editor

## **RECORDING CONNECTION FOR LOGIC PRO ELECTRONIC MUSIC PRODUCTION (Approved in Michigan)**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

### **PROGRAM DESCRIPTION:**

The Recording Connection program includes the study of electronic music production, audio engineering, composition, arranging, mixing, mastering. The 20 week course curriculum aligns with an externship inside a private music production studio. Equipment used by the students includes Logic Pro X. Equipment used by the externship Mentor includes Mac or PC computers, Logic Pro X, 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. 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. 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:**

- *Logic Pro X*
- *The Recording Connection Logic Pro Electronic Music Production Digital eBook, Written by Doug Boulware and Mark Einhorn*

## RECORDING CONNECTION FOR LOGIC PRO ELECTRONIC MUSIC PRODUCTION

### SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER

Course Titles	Classroom Hours	Externship Hours	Total Hours
Course One – Electronic History	10	0	10
Course Two – Sound and Hearing	10	0	10
Course Three – Analog vs. Digital	10	0	10
Course Four - Logic Pro X History, Installation, and Introduction	10	0	10
Course Five – Music Fundamentals	3	7	10
Course Six – Chord Progressions & Structure	3	7	10
Course Seven – MIDI & Virtual Instruments	10	0	10
Course Eight – Synthesis	10	0	10
Course Nine – Virtual Drums	10	0	10
Course Ten – Samplers	10	0	10
Course Eleven – MIDI Effects	10	0	10
Course Twelve – Flex Time and Pitch	10	0	10
Course Thirteen – Microphones & Tracking Techniques	3	7	10
Course Fourteen – Equalization and Dynamic Processing	3	7	10
Course Fifteen – Effects Processing	3	7	10
Course Sixteen – Mixing and Automation	3	7	10
Course Seventeen – Mastering	3	7	10
Course Eighteen – Song I	3	7	10
Course Nineteen – Song II	3	7	10
Course Twenty – Getting Your Music Heard	3	7	10
<b>Total</b>	<b>130</b>	<b>70</b>	<b>200</b>

#### United States Department of Labor’s Standard Occupational Classification (SOC) codes

The following SOC codes have been identified for the Recording Connection for Logic Pro Electronic Music program:

- 27-2041 Music Directors & Composers; Songwriter, Conductor, Choirmaster, Direct or Lead Performances - Instrumental or Vocal
- 27-4011 Audio & Video Technicians

**RECORDING CONNECTION FOR MUSIC BUSINESS**  
(NOT APPROVED IN MI)

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

**PROGRAM DESCRIPTION:**

The Recording Connection for Music Business Program combines a structured, academic curriculum with real life experience with professional music businesses. At the conclusion of the program, students should have the entry level knowledge and skills to assist with marketing, publicity, promotion sales and legal aspects of record labels, communicate with managers, publishers, and PROs, and assist with social media and distribution in a recording studio, management firm, record label, or related music or media companies.

**PROGRAM OBJECTIVES:**

Students will learn the basics of music business, including:

- Artists and repertoire (A&R) and scouting
- Record labels - Marketing, Publicity, Promotion, Sales, and Legal
- Managers, Publishers, and PROs
- Contracts, Agreements, and Copyright
- Social Media
- Distribution and Merchandising

**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. 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***

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### **REQUIRED MATERIALS:**

- *Recording Connection Audio School Program – Music Business Digital eBook*, Written by Ashley Calhoun and Jamal Abercrombia with Hunter Bretting

**RECORDING CONNECTION FOR MUSIC BUSINESS  
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 - What is the Music Business?	3	7	10
Course Two - A & R	3	7	10
Course Three - Record Labels - Marketing	3	7	10
Course Four - Record Labels - Publicity	3	7	10
Course Five - Record Labels - Promotion	3	7	10
Course Six - Record Labels - Sales	3	7	10
Course Seven - Record Labels - Legal/ Business Affairs	3	7	10
Course Eight – Music Publishers	3	7	10
Course Nine – Artist Managers	3	7	10
Course Ten – Songwriter and Producer Managers	3	7	10
Course Eleven – Music Business Midterm	3	7	10
Course Twelve – The Creative Process	3	7	10
Course Thirteen – Artist Contracts	3	7	10
Course Fourteen – Agreements	3	7	10
Course Fifteen – Social Media	3	7	10
Course Sixteen – Copyright	3	7	10
Course Seventeen – Independently Monetizing Music with Symphonic Distribution	3	7	10
Course Eighteen – Merchandising	3	7	10
Course Nineteen – Performing Rights Organizations and Publishing	3	7	10
Course Twenty – Music Business Final Exam	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>

**United States Department of Labor’s Standard Occupational Classification (SOC) codes**

The following SOC codes have been identified for the Music Business program:

- |         |   |
|---------|---|
| 13-1011 | Agents and Business Managers of Performers and Athletes |
| 27-3030 | Public Relations Specialists                            |
| 27-3099 | Media and Communication Workers                         |

## **RECORDING CONNECTION FOR MUSIC PRODUCING** (NOT APPROVED IN MI)

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

### **PROGRAM DESCRIPTION:**

The Recording Connection for Music Producing Program combines a structured, academic curriculum with real life experience in a professional recording studio. At the conclusion of the program, students should be able to understand studio etiquette, understand how to communicate abstract musical concepts to clients and audio engineers, motivate talent to deliver targeted performances and possess an entry level understanding of budget, deliverables, acquisition of new business and business development.

### **PROGRAM OBJECTIVES:**

Students will learn the basics of music producing, including:

- Physics of Sound
- Basic Electronics
- Digital Audio and Microphones
- Basics of Pro Tools™
- Musical Instrument Digital Interface (MIDI)
- Basics of the Mastering Process

### **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. 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***

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### **REQUIRED MATERIALS:**

- Pro Tools™
- *Recording Connection Audio School Program – Music Producing Digital eBook*, Written by Doug Bouleware and Zack Phillips with Brian Kauppi, Joey Heier, Danny Fluck, and Dylan Powers

**RECORDING CONNECTION FOR MUSIC PRODUCING  
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 - Intro to 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 – Pro Tools™ Basics	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	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>

**United States Department of Labor’s Standard Occupational Classification (SOC) codes**

The following SOC codes have been identified for the Music Producing program:

27-2012                      Producers and Directors  
27-2040                      Music Directors Composers

**CASA SCHOOLS FOR CULINARY APPRENTICESHIP – GOURMET CHEF**  
(NOT APPROVED IN MI)

**PROGRAM LENGTH:** 7 Months

**TOTAL HOURS:** 276

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed 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 student on structuring a specific schedule; the student agrees that he/she will be available to meet with the Mentor for a minimum of two sessions 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. 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.

**PROGRAM DESCRIPTION:**

CASA Schools Gourmet Chef Program includes the study of safety practices, standard gourmet culinary arts practices, an understanding of the various responsibilities of the Chefs in the brigade system, as well as a full understanding of basic French and American techniques and procedures. The 23 course curriculum aligns with an externship inside a professional restaurant and/or kitchen.

**PROGRAM OBJECTIVES:**

Students will learn the basics of the culinary arts, including:

- The roles and responsibilities of the Chefs in the brigade system
- Major preparations and safety practices
- Understanding the restaurant workflow and operations, including inventory, stocking and cost analysis
- Knowledge of basic French and American techniques and procedures

**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. 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***

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### **REQUIRED MATERIALS:**

- CASA Schools –Gourmet Chef Curriculum (Hard Copy)
- Complete set of Chef Knives
- Complete set of Chef Whites

**CASA SCHOOLS FOR CULINARY APPRENTICESHIP – GOURMET CHEF  
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 – Introduction to the Profession	8	4	12
Course Two – Menu and Recipes	8	4	12
Course Three – Equipment Identification	8	4	12
Course Four - Meat, Poultry and Game Identification	8	4	12
Course Five – Fish and Shellfish Identification	8	4	12
Course Six – Dairy and Egg Purchasing and Identification	8	4	12
Course Seven - Dry Goods Identification	8	4	12
Course Eight – Introduction to Stocks, Sauces, and Soups	8	4	12
Course Nine – Sauces	8	4	12
Course Ten – Introduction to Cooking Methods	8	4	12
Course Eleven – Grilling, Broiling, Roasting, and Baking	8	4	12
Course Twelve – Sautéing, Pan Frying, Griddling, and Deep Frying	8	4	12
Course Thirteen – Steaming and Submersion Cooking	8	4	12
Course Fourteen – Introduction to Baking and Yeast Breads	8	4	12
Course Fifteen – Vegetables and Fresh Herbs	8	4	12
Course Sixteen – Cooking Vegetables	8	4	12
Course Seventeen – Cooking Potatoes	8	4	12
Course Eighteen – Cooking Grains and Legumes	8	4	12
Course Nineteen – Cooking Pasta and Dumplings	8	4	12
Course Twenty – Cooking Eggs	8	4	12
Course Twenty-One – Charcuterie and Garde Manger	8	4	12
Course Twenty-Two – Salad Dressings, Salads, and Sandwiches	8	4	12
Course Twenty-Three – Hors-d’oeuvre and Appetizers	8	4	12
<b>Total</b>	<b>184</b>	<b>92</b>	<b>276</b>

## **United States Department of Labor's Standard Occupational Classification (SOC) codes**

The following SOC codes have been identified for the CASA Schools for Culinary Apprenticeship - Gourmet Chef program:

35-1011	Chefs & Head Cooks
35-1012	First Line Supervisors of Food Preparation & Serving Workers
35-2012	Cooks, Institution & Cafeteria
35-2013	Cooks, Private Household
35-2014	Cooks, Restaurant
35-2015	Cooks, Short Order
35-2019	Cooks, All Other
35-2021	Food Preparation Workers
11-9051	Food Service Managers
51-3011	Bakers

## **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 Facilitators 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 Institutional Director 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 for one (1) year to every graduate 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 Facilitators 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.

## **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 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, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, genetic marker, or any other characteristic protected by the state, local or federal law, in our programs and activities. The Academic Facilitator has been designated to handle questions regarding the non-discrimination policy.

### **NO HARASSMENT POLICY**

Recording Radio Film Connection & CASA Schools is committed to providing workplaces and learning environments that are free from harassment on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, or genetic marker.



Everyone is responsible to conduct him/herself in a professional manner at all times and to refrain from such harassment.

### **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 and Academic Facilitator 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. If an issue does arise, students are expected to provide Recording Radio Film Connection & CASA Schools and Academic Facilitator an opportunity to correct the situation.

Recording Radio Film Connection & CASA Schools is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with a Mentor or administrator. That Mentor or administrator will engage in an informal process and endeavor to settle the dispute in good faith. The student may thereafter choose to file a written complaint directly with the School’s Chief Academic Officer. The formal written concern must state the issue and desired outcome and should include any documentation that supports the concern. The Chief Academic Officer will investigate all formal (written) complaints, gather facts, and provide a written response to the student within 30 business days. The Chief Academic Officer’s decision 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).

**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, <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**

Students must exhaust the school's internal grievance process prior to submitting a student complaint to the Oregon Higher Education Coordinating Commission. Should the process fail, students may contact; The Oregon Higher Education Coordinating Commission, Private Career Schools, 225 Capital St., NE, Salem, OR 97310. (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 91 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 \$2150. (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)

## TUITION AND FEES

NOT ALL PROGRAMS ARE APPROVED IN ALL STATES

Approved in Michigan \*

Program Name	Program Tuition	Associated Fees (Administrative, Institutional, Materials, Software, Tutorial & Student Support Services (Non-Refundable))*	Total Cost
Film Connection for Cinematography	\$10,600.00	\$2150.00	\$12,750.00
Film Connection for Film Production & Editing *	\$10,890.00	\$2150.00	\$13,040.00
Radio Connection for Radio Broadcasting *	\$10,780.00	\$2150.00	\$12,930.00
Recording Connection for Audio Engineering & Music Production *	\$10,710.00	\$2150.00	\$12,860.00
Recording Connection for Advanced Audio Engineering & Music Production	\$11,210.00	\$2150.00	\$13,360.00
Recording Connection for Ableton Electronic Music Production	\$11,070.00	\$2150.00	\$13,220.00
Recording Connection for Advanced Ableton Electronic Music Production	\$14,070.00	\$2150.00	\$16,220.00
Recording Connection for Hip Hop & Beat Making	\$10,820.00	\$2150.00	\$12,970.00
Recording Connection for Live DJ	\$11,070.00	\$2150.00	\$13,220.00
Recording Connection for Live Music	\$10,710.00	\$2150.00	\$12,860.00
Recording Connection for Logic Pro Electronic Music Production	\$10,820.00	\$2150.00	\$12,970.00
Recording Connection for Music Producing	\$10,820.00	\$2150.00	\$12,970.00
Recording Connection for Music Business	\$10,600.00	\$2150.00	\$12,750.00
CASA Schools for Culinary Apprenticeship – Gourmet Chef	\$10,970.00	\$2150.00	\$13,120.00

\*The **Associated Fees** for the program are \$2150.00 (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 other issued equipment, the student must purchase a replacement at cost.