



CREATIVE CENTER
COLLEGE OF ART & DESIGN

Published 7/2019

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Information contained in this catalog was compiled well in advance of publication and is subject to change without notice. Therefore, students may want to verify dates and details closer to the actual day of a scheduled event. All projects shown were created by the Creative Center students.

The Creative Center is accredited by the
Accrediting Commission of Career Schools and Colleges (ACCSC).

The Creative Center is authorized to operate as a
four-year college offering a Bachelor of Fine Arts degree by the Nebraska
Coordinating Commission for Postsecondary Education under section 85-2411.

TABLE OF CONTENTS

Introduction	5
Educational Philosophy	5
History	5
Educational Objectives	5
Location	6
Key Dates	6
Calendar 2019-2020	8
Calendar 2020-2021	9
Calendar 2021-2022	10
Facilities	11
Program Descriptions	11
Associate of Occupational Studies in Graphic Design (AOS)	11
AOS Occupations	12
AOS Completion Rates	13
AOS Employment Rates	13
Bachelor of Fine Arts in Graphic Design (BFA)	13
BFA Occupations	14
BFA Completion Rates	14
BFA Employment Rates	14
Structure of a Typical Class Day	15
Clock Hours/Credit Hours	15
Clock Hour/Credit Hour Conversion	15
Admissions	15
Enrollment and Acceptance Steps	15
Portfolio Requirements	17
Visit Information	18
Re-enrollment Policies	18
Transferring Credits to CC	18
Transferring Credits from CC	19
Office Hours	20
Recruitment and Admissions Personnel Code of Conduct	20
Tuition and Fees	21
Payments, Late Fees and Charges	21
Computer Requirements	21
Supplies	22
School Refund Policies	22
Financial Aid	24
Requirements and Availability of Financial Aid	24
Verification for Financial Aid	25
Student Financial Services Code of Conduct	25

Student Convicted of Possession or Sale of Drugs	27
Standards for a Qualified Drug Rehabilitation Program	28
Satisfactory Academic Progress for Financial Aid.	29
Comparable Program Information	29
Scholarships	29
Student Services	30
Advising	30
Campus Security Report.	30
Career Services	30
Community Resources	31
Crime and Drug Prevention	31
Disabilities	32
Emergency Services	32
Externships	32
FERPA Student Rights	32
Housing Assistance.	33
Student Complaint Procedure.	33
Title IX	34
Voter Registration Information.	34
Satisfactory Academic Progress (SAP)	35
Veteran and Eligible Person Standards of Progress Policy	35
Areas of Evaluation	35
Pace.	35
Evaluation Times	36
Program Lengths.	36
Maximum Time Frame for Completion	36
Academic Standards/Grading.	36
Overall Cumulative Grade Point Average (OCGPA)	37
President's Honor Roll	38
Late Work	38
Completion Sessions.	38
Repeat Courses	39
Attendance	40
Financial Aid Warning Procedure.	41
Veteran and Eligible Person Probation Policy	42
Appeal Process	43
Re-enrollment under Financial Aid Warning or Probation	43
Veteran and Eligible Person Readmission Policy	44
Institutional Academic Standards (IAS).	44
IAS in Relation to SAP	44
Non-Academic Probation	44
Enrollment Status Policy	45
IAS in Relation to Repeat Courses.	45

Withdrawal from an Individual Course	45
Dismissal or Withdrawal from the College	46
Military Withdrawal	46
Graduation Requirements	46
General Policies	46
Academic Dishonesty	46
Alcohol/Drugs	47
Animals	47
Breaks	47
Dress Code	47
Electronic Devices	47
Equipment Usage	47
Faculty Offices	48
Harassment	48
Internet and Laptop Usage	48
Non-Discrimination and Equal Opportunity	49
Personal Property Waiver	50
Professional Attitude	50
Reproduction or Display of Student Work	50
Right to Change	50
Smoking	50
Snow Days	50
Student Code of Conduct	51
Student Entrance	51
Student Identification Cards	52
Student Parking	52
Student Transcripts and Diplomas	52
Student Work and Display Area	52
Travel Liability Waiver	52
Vaccinations	53
Visitors	53
Weapons	53
Curriculum	54
Course Descriptions	56
Staff and Faculty	70
Program Advisory Committee	73
Governing Board	73
Omaha Attractions	74

INTRODUCTION

Educational Philosophy

The Creative Center believes that with the correct training, students with drive and motivated artistic ability can achieve a successful and fulfilling career in graphic design. The Creative Center will aid students in the development of their natural artistic talents by mastering a variety of media and technical skills. Instructors encourage the students to think creatively and discover innovative problem-solving methods. Students will graduate with a working knowledge of tools, equipment, and computer graphics, as well as a professional-looking portfolio and résumé which will prepare them to enter the work force with confidence.

History

The Creative Center was founded in 1993 by a commercial design studio owner. A growing need for a graphic design college was essential to equip students with the creative, technical, and especially the computer skills necessary for this changing field.

- June, 1995: The Creative Center received state accreditation with the Nebraska Department of Education.
- July, 1996: The Creative Center was accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the U.S. Department of Education.
- July, 1997: The Creative Center was approved for Title IV Federal Financial Aid
- August, 1999: The Creative Center was approved to offer an Associate of Occupational Studies degree.
- June, 2006: The Creative Center was approved to offer a Bachelor of Fine Arts degree.



Educational Objectives

The Creative Center is committed to providing a practical education that benefits both the student and the future employer. This goal is accomplished by employing instructors who have experience as professional graphic artists and training in education. Students work on assignments from conception to final art completing a wide range of projects similar to what they will receive in the business world.

The Creative Center teaches industry-standard computer graphics and exposes students to visiting creative professionals. Competitions are encouraged as well as

memberships in professional organizations and museums. Graduates from both programs will be trained for entry-level graphic design and advertising positions in a wide range of businesses including, but not limited to, design studios, advertising agencies, freelance, in-house art departments, printers, television stations, newspapers, publishers, direct-mail companies, magazines, retailers and web development firms.

Location

The Creative Center is located in northwest Omaha off of I-680 near 108th and Maple Streets. Shopping, restaurants, apartment complexes, and bus routes are all within walking distance. Numerous part-time job opportunities are also available in the immediate area.



KEY DATES: 2019-2020

Deadline for Enrollment – Monday, July 8, 2019

Deadline for Applications – postmarked Monday, July 8, 2019

Cash Payments for Tuition Due – Friday, July 26, 2019

Fall Semester 2019

Classes Begin – August 12, 2019

Labor Day Holiday, College Closed – September 2, 2019

Fall Break, No Classes, College Open – October 14-18, 2019

Thanksgiving Holiday, No Classes, College Open – Nov. 27, 2019

Thanksgiving Holiday, College Closed – November 28-29, 2019

Classes End – December 20, 2019

Cash Payments for Tuition Due – December 23, 2019

Spring Semester 2020

Classes Begin – January 6, 2020

Spring Break, No Classes, College Open – March 9-13, 2020

Easter Break, No Classes, College Open – April 10-13, 2020

Classes End – May 15, 2020

Graduation – May 30, 2020

KEY DATES: 2020-2021

Deadline for Enrollment – Monday, July 6, 2020

Deadline for Applications – postmarked Monday, July 6, 2020

Cash Payments for Tuition Due – Friday, July 24, 2020

Fall Semester 2020

Classes Begin – August 10, 2020

Labor Day Holiday, College Closed – September 7, 2020

Fall Break, No Classes, College Open – October 12-16, 2020

Thanksgiving Holiday, No Classes, College Open – Nov. 25, 2020

Thanksgiving Holiday, College Closed – November 26-27, 2020

Classes End – December 18, 2020

Cash Payments for Tuition Due – December 25, 2020

Spring Semester 2021

Classes Begin – January 11, 2021

Spring Break, No Classes, College Open – March 15-19, 2021

Easter Break, No Classes, College Open – April 2-5, 2021

Classes End – May 21, 2021

Graduation – June 5, 2021

KEY DATES: 2021-2022

Deadline for Enrollment – Monday, July 5, 2021

Deadline for Applications – postmarked Monday, July 5, 2021

Cash Payments for Tuition Due – Friday, July 23, 2021

Fall Semester 2021

Classes Begin – August 9, 2021

Labor Day Holiday, College Closed – September 6, 2021

Fall Break, No Classes, College Open – October 11-15, 2021

Thanksgiving Holiday, No Classes, College Open – Nov. 24, 2021

Thanksgiving Holiday, College Closed – November 25-26, 2021

Classes End – December 17, 2021

Cash Payments for Tuition Due – December 24, 2021

Spring Semester 2022

Classes Begin – January 10, 2022

Spring Break, No Classes, College Open – March 14-18, 2022

Easter Break, No Classes, College Open – April 15-18, 2022

Classes End – May 20, 2022

Graduation – June 4, 2022

2019-20 CALENDAR

JULY 2019

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AUGUST 2019

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DECEMBER 2019

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Class in session

First day of the semester

Graduation

Holiday

2020-21 CALENDAR

JULY 2020

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MAY 2021


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 Class in session

 First day of the semester

 Graduation

 Holiday

2021-22 CALENDAR

JULY 2021

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AUGUST 2021

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SEPTEMBER 2021

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MARCH 2022

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APRIL 2022

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MAY 2022

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JUNE 2022

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Class in session

First day of the semester

Graduation

Holiday

FACILITIES

The Creative Center facilities encompass approximately 30,000 square feet. Included in this space are the necessary administrative offices and classrooms as well as several areas geared toward making a student's class time more efficient, effective and pleasant. The student break room offers vending machines, a refrigerator, microwaves, sinks, tables and chairs for general student use. All three lecture areas



have projection capabilities and wireless Internet access. The mounting room is available for students to complete the presentation of their projects and includes cutting boards, matte cutting tools, and lots of table space.

The student Learning Resource System (LRS) supports the research and visual resource needs for students training for the design and advertising industry. The LRS

collection supports both the Associate of Occupational Studies and Bachelor of Fine Arts degree programs. Physical offerings include books; current, industry periodicals; and reference resources, while online resources include additional texts, magazines, periodicals, databases and research assistance. The LRS also provides computers with Internet access, televisions with video capabilities, and photocopiers for student use.

The classroom atmosphere is studio-like with surroundings that are creative but business-like, offering a setting similar to a professional environment.

The Creative Center is equipped with industry-standard Macintosh hardware and software including: wireless Internet, digital, still and video cameras, scanners, and color printers.

PROGRAM DESCRIPTIONS

Associate of Occupational Studies in Graphic Design

The Creative Center offers a two-year Associate of Occupational Studies (AOS) degree program in Graphic Design. Students attend one course each day, Monday through Friday from 8:30 a.m. until 3:30 p.m. Each course is 18 weeks in length, and the student-teacher ratio is a maximum of 35/1. All-day classes allow instructors to give each student individual attention and critiques. The full-day class schedule helps prepare students to make the adjustment into full-time employment. Classes may be as large as 90 students. The second semester of their first year, students receive a computer and software, included in their computer and book fees, which encourages in-depth learning and personal responsibility. Students own and are responsible for their computers.

The first year is a study of design, art media techniques, and illustration. Students will discover how to recognize good and bad design, how to think

creatively, and how to develop the best possible solutions to design problems. Art History courses and a Communication course support and balance the hands-on art classes. During the first year, students will be introduced to the computer and begin to learn the industry-standard software programs which will become an integral part of their remaining education.

The second year is a continuation in the more in-depth study of design, illustration, and computer graphics. A variety of graphic software programs and advanced illustration courses are studied as well as multiple design projects involving web, video, multimedia and digital photography. Students will become well versed in the most common page layout, drawing, web design and photo manipulation programs being used in the industry today as well as develop and perfect their portfolios and résumés which will be suitable to present to potential employers and clients. Graduates will earn an Associate of Occupational Studies in Graphic Design and will be well equipped to enter the work force as an entry-level graphic designer.

AOS Occupations

Graduates from the Associate of Occupational Studies program will be trained for entry-level graphic design and advertising positions in a wide range of occupations within the graphic design and advertising industries. Below, you will find a listing of possible occupations, along with their Standard Occupational Classification (SOC) code and the URL of the occupation description on O*NET (www.onetonline.org).

Occupation	SOC Code	Link
Graphic Designers	27-1024.00	http://www.onetonline.org/link/summary/27-1024.00
Desktop Publishers	43-9031.00	http://www.onetonline.org/link/summary/43-9031.00
Multimedia Artists and Animators	27-1014.00	http://www.onetonline.org/link/summary/27-1014.00
Film and Video Editors	27-4032.00	http://www.onetonline.org/link/summary/27-4032.00
Photographers	27-4021.00	http://www.onetonline.org/link/summary/27-4021.00
Fine Artists, Including Painters, Sculptors, and Illustrators	27-1013.00	http://www.onetonline.org/link/summary/27-1013.00
Prepress Technicians and Workers	51-5022.00	http://www.onetonline.org/link/summary/51-5022.00
Artists and Related Workers, All Other	27-1019.00	http://www.onetonline.org/link/summary/27-1019.00

AOS Completion Rates

As reported to ACCSC in the 2018 annual report.

Student Start Date:	August 10, 2015
Number of students enrolled:	17
Number of students who graduated in 150%:	16
150% Completion Rate:	94%

AOS Employment Rates

As reported to ACCSC in the 2018 annual report.

Student Start Date:	August 10, 2015
Number of students graduated:	16
Percentage of students employed in the field within 15 months:	100%

Bachelor of Fine Arts in Graphic Design

In conjunction with the AOS degree, the Creative Center offers an option for students to continue schooling for ten additional months in order to receive a Bachelor of Fine Arts degree in Graphic Design (BFA). All-day classes allow instructors to give each student individual attention and critiques along with easy access to computer peripherals and printers. Students attend one course each day, Monday through Friday from 8:30 a.m. until 3:30 p.m. The student-teacher ratio in the BFA program is a maximum of 50/1; any class over 35 will include a Teaching Assistant with experience in the field. Classes may be as large as 60 students.

The BFA program provides more in-depth study of graphic design. Students will continue to develop their portfolios with more creative, award-winning projects. They will continue to utilize a personal work station and their own laptop computer.

While the BFA degree program is a continuation of the AOS degree program, it is specifically designed to:

- provide an advanced and in-depth study of advertising and graphic design.
- place more emphasis on award-winning creativity and generating ideas through research.
- allow students to customize their portfolios to showcase their strengths.
- include job shadowing which allows the students opportunities to make contact with potential employers and discover places they may like to work and develop their career.
- include general studies courses which can be utilized in a broader range of working careers and situations.

Graduates will earn a Bachelor of Fine Arts in Graphic Design and will be well equipped to enter the work force as an entry-level graphic designer.

BFA Occupations

Graduates from the Bachelor of Fine Arts program will be trained for entry-level graphic design and advertising positions in a wide range of occupations within the graphic design and advertising industries. Below, you will find a listing of possible occupations, along with their Standard Occupational Classification (SOC) code and the URL of the occupation description on O*NET (www.onetonline.org).

Occupation	SOC Code	Link
Graphic Designers	27-1024.00	http://www.onetonline.org/link/summary/27-1024.00
Desktop Publishers	43-9031.00	http://www.onetonline.org/link/summary/43-9031.00
Multimedia Artists and Animators	27-1014.00	http://www.onetonline.org/link/summary/27-1014.00
Film and Video Editors	27-4032.00	http://www.onetonline.org/link/summary/27-4032.00
Photographers	27-4021.00	http://www.onetonline.org/link/summary/27-4021.00
Fine Artists, Including Painters, Sculptors, and Illustrators	27-1013.00	http://www.onetonline.org/link/summary/27-1013.00
Prepress Technicians and Workers	51-5022.00	http://www.onetonline.org/link/summary/51-5022.00
Artists and Related Workers, All Other	27-1019.00	http://www.onetonline.org/link/summary/27-1019.00

BFA Completion Rates

As reported to ACCSC in the 2018 annual report.

Student Start Date: August 8, 2016
 Number of students enrolled: 15
 Number of students who graduated in 150%: 14
 150% Completion Rate: 93%

BFA Employment Rates

As reported to ACCSC in the 2018 annual report

Student Start Date: August 8, 2016
 Number of students graduated: 14
 Percentage of students employed in the field
 within 15 months: 79%

Structure of a Typical Class Day

8:30	Class Begins – Instruction/Lecture
9:30	<i>Break</i>
9:40	Work on Assignments; Teacher one-on-one and Lab
10:40	<i>Break</i>
10:50	Work on Assignments; Teacher one-on-one and Lab
11:50-1:00	<i>Lunch</i>
1:00	Instruction/Lecture
2:00	<i>Break</i>
2:20	Work on Assignments; Teacher one-on-one and Lab
3:30	Class ends

Clock Hours/Credit Hours

One clock hour is equivalent to 50 minutes of instruction. Classes are in session Monday through Friday, August through May from 8:30 a.m. until 3:30 p.m. The school year is made up of two semesters, each 18 weeks in length. Credit hours for all programs may be revised or modified by the college at its discretion.

The AOS degree program totals 2,160 clock hours and 90 semester credit hours. The entire degree program is 20 months or four semesters (72 weeks).

The BFA degree program (including all three years) totals 3,204 clock hours and 137 semester credit hours. The entire degree program is 30 months or six semesters (108 weeks).

Clock Hour/Credit Hour Conversion

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

ADMISSIONS

Enrollment and Acceptance Steps

The Creative Center accepts applications from students who attend public, private, or homeschool high school venues. In order to enroll, students must have or be on track to receive their high school diploma or its equivalent. Students can be conditionally accepted with an in-progress high school transcript, however, in order to be fully accepted, an official high school transcript or its equivalent must be filed at the Creative Center. The enrollee is responsible for providing the final, official high school transcript.

Step 1: Enrollment Procedure

To reserve a place at the Creative Center, the prospective student must visit the campus. During the campus visit:

1. An Admissions Coordinator will conduct a one-time personal interview to explain the enrollment process and eligibility.
2. We will tour the campus.
NOTE: All applicants under the age of 24 must be accompanied by a parent or guardian for the interview and tour.
3. When students enroll they must complete an enrollment agreement and application form, and provide a \$200 advanced tuition payment and a \$100 application fee.

NOTE: After the five-day grace period, the application fee is non-refundable, unless the student is denied acceptance. After acceptance, the advanced tuition payment will be applied. The full \$300 is refunded if the student is denied acceptance.

NOTE: At this time the student must decide whether to enroll into the AOS or both the AOS and BFA programs. If the student chooses to enroll into the BFA program at a later date, an additional advanced tuition payment will be necessary, however, an application or portfolio will not be required.

Step 2: Acceptance Procedure

After enrolling, prospective students must submit the following four (4) items to the Creative Center for acceptance:

1. A Portfolio (see Portfolio Requirements, page 17, for details).
2. A one-page letter explaining why the student wishes to attend the Creative Center.
3. A letter of recommendation, preferably from a high school art teacher.
4. A final, official, high school transcript or GED results. (A current high school transcript can be submitted if the student is still attending.)

NOTE: Students who provide GED results may also be asked to provide an official high school transcript.

Step 3: Acceptance and Scholarship Notification

After the acceptance committee has reviewed the application, they will



determine if the student can be accepted.

Students who have submitted a final, official transcript are eligible for acceptance.

Students who have submitted a current transcript and are still attending high school are eligible for conditional acceptance.

Once accepted (in either capacity) the student will receive an acceptance packet by mail. At this time the student will also be notified of any scholarships from the Creative Center (see Scholarships, page 29, for details).



Students who are conditionally accepted must submit a final, official transcript to the Creative Center before they will be accepted and allowed to attend classes.

NOTE: The full \$300 is refunded if for any reason a student is denied acceptance.

Step 4: Financial Aid

Once the Creative Center has mailed the acceptance packet, students and their parents/guardians must call the Financial Aid Office to

make an appointment.

The Financial Aid Office will provide a list of certain items to be brought to this meeting. Please bring the information pertaining to the parent(s)/guardian with whom the student lived most during the previous calendar year (see Financial Aid, page 24, for details).

Portfolio Requirements

Portfolios should be submitted to the Admissions Department. Portfolios should be made up of no more than 15 pieces, and can be submitted as hard copies in a clean, organized, portfolio binder or as digital files on DVDs, CDs or USB drives. While the submission of large-sized, original artwork is accepted, the Creative Center discourages this practice; oversized or three-dimensional pieces should be admitted as digital files or color prints. The acceptance committee recommends that student portfolios contain a variety of illustrations, both in content and medium, as well as computer graphics of any sort, and any graphic design-related materials including logos, ads, t-shirts, murals, signs, covers, and any printed or published designs.

The acceptance committee will review portfolios periodically, as they are received; allow approximately three weeks for review before expecting any feedback. The Creative Center recommends students submit applications and portfolios as early as possible; scholarships are limited, and funds are typically depleted by March.

Portfolios should be clearly defined with the student's name to assure proper returns. Students are encouraged to hand deliver and pick up portfolios, however, the Creative Center will return portfolios by mail if proper postage and packaging are included. Any portfolio which is in the possession of the college 30 days after classes start will be discarded.

Visit Information

Prospective students are required to visit the Creative Center and meet with an Admissions Coordinator to address questions or concerns prior to the beginning of the fall courses. Call the Creative Center office at (402) 898-1000 in Omaha or 1(888) 898-1789 outside of Omaha to arrange a visit.

Re-enrollment Policy (if student did not sit in class)

If a student enrolls and chooses not to attend, any acceptance and/or scholarships from the Creative Center (if applicable) are valid for two school years: the year of the initial start date and one additional year.

If a student chooses to re-enroll after the two-year grace period has expired, he or she must complete an enrollment agreement, pay a \$150 advanced tuition payment, and submit a new portfolio for review by the acceptance committee. Students are eligible to earn new scholarships, if applicable.

All students re-enrolling for any reason must meet with the financial aid department to determine eligibility for financial aid.

If a veteran or eligible person re-enrolls after the two-year grace period, the \$150 advanced tuition payment is waived.

Re-enrollment Policy (if student sat in class)

Enrollment into the college after a withdrawal or dismissal is determined on a case-by-case basis. Students who have left the college for any reason and wish to return must meet with the Executive Director and complete a re-entry form.

If a student is allowed to re-enroll, he or she must complete a new enrollment agreement, and pay a \$150 advanced tuition payment. An updated portfolio or additional information for acceptance may be required if deemed necessary by the Executive Director.

All students re-enrolling for any reason must meet with the financial aid department to determine eligibility for financial aid.

Students who are scheduled to attend part-time do not need to pay the advanced tuition payment in order to enroll into a new graduating class.

If a veteran or eligible person re-enrolls, the \$150 advanced tuition payment is waived.

Transferring Credits To CC

The Creative Center accepts credits from any accredited college approved by the US Department of Education. Students must have passed the course in order to transfer credits.

The Creative Center also accepts credits taken for dual credit while a student is

in high school, as long as the credit is from an accredited college approved by the US Department of Education. Students must have passed the course in order to transfer credits.

In the AOS program, the Creative Center accepts credits for first-year courses only. In the BFA program, the Creative Center accepts credits for general education courses only.

Students who wish to transfer credits earned at another college must provide an official transcript from the other college and meet with the Executive Director. Transferability is determined by comparing similar courses and determining if a sufficient amount of appropriate course content and credit hours are included in the course to be transferred. A possible written and/or visual aptitude test may be required. Credits cannot be considered after the school year has begun.



If a student is taking courses at another college with the intent of transferring those credits to the Creative Center, the student should meet with the Executive Director before enrolling in the alternate courses in order to confirm that the courses will transfer when completed. Confirmation will require a copy of the course descriptions.

Transferability of credits is not guaranteed until the administration receives and reviews an official transcript.
Initial Enrollment

Before initial enrollment, a student can transfer a maximum of 45.5 credits into the AOS program (all of first-year) and 16 credits into the BFA program (from general education courses), if applicable.

After Attending CC

Once a student has begun a course of study at the Creative Center, if the student leaves the program for any reason, including withdrawal or dismissal, that student has the option to transfer a maximum of 16 credits from an accredited college approved by the US Department of Education into either degree program at the Creative Center in order to receive that degree from the Creative Center.

Any core course credits (non-general education courses) must be transferred within five years of the last date of attendance at CC. If credits are not transferred within that time period, no credits will be accepted.

Course credits for general education credits may be transferred indefinitely.

Transferring Credits From CC

Transferability of credits from the Creative Center to all other institutions is determined by the other institution. Students should contact the registrar at the other college to see if they will accept credits from the Creative Center. The

Creative Center holds articulation agreements with Bellevue University, the University of Phoenix, and National American University.

Office Hours

The Creative Center office hours are 8:00 a.m.–5:00 p.m., Monday-Friday.

Recruitment and Admissions Personnel Code of Conduct

1. Student recruitment, enrollment, and admissions duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant accreditation requirements.
2. Student recruitment, enrollment, and admissions duties will be geared toward the enrollment of qualified applicants who are likely to complete and benefit from the training provided by the school and not geared toward enrolling students simply to obtain enrollments.
3. Student recruitment and admissions personnel will only provide truthful and accurate statements, descriptions, and explanations regarding the school and its personnel, training, facilities, equipment, services, and accredited status.
4. Student recruitment and admissions personnel will work to ensure that students are fully informed and able to make considered enrollment decisions without undue pressure.
5. Student recruitment and admissions personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.
6. Student recruitment and admissions personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
7. Student recruitment and admissions personnel will participate in relevant training provided by the school to enhance their skills as school representatives.
8. Student recruitment and admissions personnel will not assist prospective students in providing false or misleading information on any application.
9. Student recruitment and admissions personnel will not recruit prospective students in or near welfare offices, unemployment lines, food stamp centers, homeless shelters, or other circumstances or settings where such persons cannot reasonably be expected to make informed and considered enrollment decisions.
10. Student recruitment and admissions personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.
11. Student recruitment and admissions personnel acknowledge having received a copy of the ACCSC Standards of Accreditation and having read the sections pertaining to recruitment, advertising, and admissions.

TUITION AND FEES

Tuition and Fees

Tuition is \$12,800 per semester; there are two semesters per year. The total tuition for the two-year, AOS degree program is \$51,200. The total tuition for the three-year, BFA degree program is \$76,800. Tuition and fees are subject to adjustment each academic year; students will be given 90 days notice in the event of an adjustment. A lab fee of \$1,000 is required per semester. Lab fees include the use of color printers – including paper, ink, and maintenance – copy machines, spray mount and fixative, full-time Internet access, digital cameras and video equipment, tripods and lighting, and the specialty software checkout system. A book and software fee of \$1,500 is required per year. Book and software fees can include course books, software, periodicals, award competition entry fees, tour and guest speaker fees, and Meet the Pros fees. Books and software are distributed to the student at the beginning of the appropriate course. Any field trip or tour which requires prepayment is not refundable. A computer fee of \$2,800 is required for the first semester. The student will own and be responsible for this computer. A \$55 matriculation fee is also required prior to graduation. If a student graduates from both programs, the matriculation fee will be charged for each graduation. Costs associated with room, board and transportation are the responsibility of the student. As of May 2019, rent payments ranged from \$270-\$300 per month, including utilities, for each of four students in a two-bedroom apartment. (see Housing Assistance, page 33, for details). Individual student supplies are not included in tuition and are the responsibility of the student (see Supplies, page 22, for details).

Payments, Late Fees, and Charges

Students who have not paid or arranged payment through financial aid will not be allowed to attend class until approved payment arrangements are made (contact the Financial Aid office for details).

Checks returned for insufficient funds will be assessed a \$35 fee. Checks issued by the college requiring a stop payment will be assessed a \$35 fee.

Any amount still left owing to the Creative Center after leaving the college for any reason will be due and owing within ten days. If payment is late, the student owes a \$5 per month late fee, 1.5% per month interest charges and all legal and collection expenses required to settle the account. Any delinquent account will accrue the maximum monthly interest allowable by law. Any student whose account is placed in collections will be responsible for all additional collection and or legal fees.

Computer Requirements

Students are required to own a computer in order to attend either program. At the beginning of the second semester of the first year, students will receive a computer and some software. The student will own and be responsible for this computer. The computer will be purchased by the college using the student's computer fee. A student may purchase their own computer only if the student states before enrollment that he or she does not wish to pay the computer fee and wishes

to purchase a computer separately.

To assist with costs, the computer fee may be available through financial aid for those who qualify. Upon graduation, withdrawal, or dismissal, students agree to present the computer to the Creative Center for the removal of any software that is licensed to the college.



The computer shown may not be the actual computer supplied.

Minimum requirements for student laptop computers are: Apple 15-inch MacBook Pro, 2.2GHz 6-core 8th generation Intel Core i7, Turbo Boost up to 4.1GHz, 16GB 1600MHz memory, 512GB SSD storage. Apple MacBook Pro software includes Numbers, Pages, Keynote, and iMovie. Microsoft Office is also acceptable.

Supplies

Individual student supplies are not included in tuition and are the responsibility of the student. Students can expect to spend approximately \$1,000 for supplies over the course of the AOS degree program. In addition, students can expect to spend approximately \$500 for supplies over the course of the third year of the BFA degree program. Supplies should be purchased by the student throughout the degree programs on an as-needed basis. Storage of supplies is the student's responsibility. The Creative Center is not liable for lost or stolen supplies. Items on the basic supply list are required and occasionally additional supplies will be necessary. The basic supply list is available at the administration office one month prior to the August start date. Computer classes require students to purchase their own storage disks such as an external hard drive; students should regularly backup their data.

School Refund Policy (before classes start)

Enrollment constitutes a financial contractual agreement between the Creative Center and the enrolled.

Students who have not visited the college prior to enrollment will have the opportunity to withdraw without penalty within three days following either a regularly scheduled orientation or tour of the facilities and inspection of equipment.

Any enrolled student who has not visited the college prior to the commencement of classes and decides not to attend will receive a complete refund.

Before Two-Year Acceptance Grade Period

If the Creative Center receives notice that the applicant wishes to withdraw his or her enrollment agreement within five (5) days after signing an enrollment agreement and making an initial payment, the \$100 application fee and the \$200 advanced tuition payment shall be refunded for a total of \$300.

After the five-day grace period has passed, the application fee of \$100 is non-

refundable and a \$50 administration fee shall be charged. The applicant shall be refunded a total of \$150.

If a student is denied acceptance, the full \$300 is refunded.

After Two-Year Acceptance Grade Period

If a student enrolls and chooses not to attend, any acceptance and/or scholarships from the Creative Center (if applicable) are valid for two school years: the year of the initial start date and one additional year.

If the Creative Center receives notice that the applicant wishes to withdraw his or her re-enrollment agreement within five (5) days after signing a re-enrollment agreement and making payment, the full \$150 advanced tuition payment shall be refunded.

After the five-day grace period has passed, and if the student chooses not to attend, a \$150 administration fee will be applied, and the student will not receive a refund.

If a student is denied acceptance, the full \$150 is refunded.

School Refund Policy (after classes start)

Enrollment constitutes a financial contractual agreement between the Creative Center and the enrolled, with the assumption that the student will attend school for the entire period for which the funds are awarded. Students who withdraw or are dismissed from the college after starting classes are obligated for expenses related to tuition, books and fees, and may no longer be eligible for the full amount of funds originally awarded. These students are subject to the refund policy of the college.

The refund calculation of the college matches the refund calculation established by the U.S. Department of Education and the Department of Defense, as follows.

1. This policy calculates an attendance percentage rate (APR) by dividing the number of dates the student attended by the total number of days in a payment period (one semester).
2. The last date of attendance is used in the APR calculation.
3. The calculated APR is then applied to tuition and lab fees only, to determine if there are any unearned charges and/or unearned financial aid.
4. If there are unearned Title IV federal funds and/or Military Tuition Assistance, those funds will be returned within 30 days from the school's determination of withdrawal date to the federal student aid programs in the following order:
 - a. Federal Unsubsidized Stafford Loan Program
 - b. Federal Subsidized Stafford Loan Program
 - c. Federal Plus (Parent) Loan Program
 - d. Federal Pell Grant Program
 - e. Military Tuition Assistance
5. If the APR exceeds 60%, no refunds shall be made.

After the return of all unearned federal financial aid funds and/or tuition assistance, the Creative Center's refund policy will be applied, as follows.

1. Any unearned tuition or lab fees will be credited to the student account.
2. Credit for any unused Book and Software Fees will be considered on a case-by-case basis.

3. Credit for the computer will only be given if the purchase order has not yet been processed. No refund will be given to any withdrawn or dismissed student once the computer has been received.
4. Any unearned Matriculation Fee will be credited to the student account.
5. If a student withdraws before the end of a semester, a \$200 administrative fee will be charged to the student account.
6. Any credit balance remaining after all required federal financial aid and/or tuition assistance refunds have been made will be refunded in the following order:
 - a. Private Educational Loans
 - b. The Student
7. Refunds to the student will be made within 45 days from the date of the college's determination that the student withdrew.



The State or Federal Government or other agencies may require other refund policies. The policy most beneficial to the student will be applied.

A full refund of tuition and fees will be paid in the event that the college discontinues a course or program of education during a period of time within which a student could have reasonably completed the same, except that this provision shall not apply in the event that the college ceases operation.

FINANCIAL AID

Financial aid consists of grants, scholarships and loans that provide funds for educational expenses. Educational expenses may also include living expenses and/or art supplies while enrolled in college. Financial aid eligibility is determined each academic year.

To apply for federal financial aid: Complete an online Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The FAFSA determines eligibility for federal aid and must be completed annually. The Creative Center's Title IV code is 031643.

Requirements and Availability of Financial Aid

Financial aid is awarded for an academic year, but split equally for each semester's charges. The Financial Aid office examines the academic records of students receiving financial aid each semester to determine if they are fulfilling all requirements.

1. Federal Pell Grants, which are need-based, are awarded proportionately for each semester as determined by the U.S. Department of Education. Grant proceeds are sent directly to the Creative Center for credit on the student's ledger. Students who have already earned a baccalaureate degree are not eligible for Federal Pell Grants.

2. The State of Nebraska offers a Nebraska Opportunity Grant (NOG) to eligible Nebraska students who show substantial financial need. NOG is awarded and distributed by the Creative Center Financial Aid Office on a semester basis. An estimated NOG is contingent upon approval by the Nebraska Coordinating Commission for Postsecondary Education.
3. Federal Subsidized and/or Unsubsidized Stafford Loans are awarded proportionately for each semester. First-year students who are first-time borrowers will have their first disbursement delayed 30 days from the beginning of the first semester.

First-year students who borrow federal funds at the Creative Center must complete online entrance counseling prior to receiving the first loan disbursement. All students must also participate in exit counseling before they graduate or leave a program for any reason.

Guarantee and/or origination fees apply to Federal Subsidized and Unsubsidized Stafford Loans and PLUS Loans. These fees help cover the costs of federal loan programs. Fees are deducted before any money is distributed to the Creative Center, and students are responsible for repaying all loan proceeds and fees.

Undergraduate Aggregate Loan Limits: Dependent and Independent students (and dependents whose parents are unable to borrow under the PLUS program) may borrow up to the yearly Federal Stafford loan limit, not to exceed the aggregate limit of \$31,000 for dependent students and \$57,500 for independent students. There is no stated cumulative total loan limit for Federal Parent Loans (PLUS).

4. Students receiving any additional scholarships or tuition assistance from any outside source or employer must report this resource to the Financial Aid Office. All available resources are considered in the awarding process.
5. Private education loans are also available for those who qualify. See a financial aid representative for details.
6. Students receiving Veteran's benefits must notify the Financial Aid Office. Verification of enrollment is sent by the college to the Department of Veteran's Affairs (VA) before benefits are received. Repeated courses are not included in the credit hours reported to the VA.

Verification for Financial Aid

Some students, especially those not using the IRS retrieval option in the online FAFSA may be selected for verification, a process mandated by the federal government. This process may require students (and parents) to provide an official IRS transcript and other documents to the Financial Aid Office. Students selected for verification will be contacted by the Financial Aid Office.

Processing of federal aid is halted until all requested documents are received and verified for accuracy. The verification process may change the amount of aid for which the student was initially eligible.

Student Financial Services Code of Conduct

It is vital that all employees in the Financial Aid Office maintain the trust of

current and future students as well as their parents and the general public. To fulfill that obligation, it's vital that this office and the staff function in a manner consistent with the highest ethical standards.

In general, when performing our official duties, the Financial Aid Office will work to provide excellent customer service and avoid private or personal interests influencing our actions. We will safeguard our ability to make objective and impartial decisions based on Federal and State guidelines and shall not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence our personal decision making process.

The Financial Aid Office staff will maintain a professional relationship with lenders, guarantors, or the like to address servicing issues related to a student's financial aid. The student has the responsibility of selecting a lender based solely on his/her personal preferences.

We are only to encourage the student to be a wise and informed consumer before selecting a lender. Under no circumstance will the Financial Aid Office staff endorse a lender to a student, parent, or the general public.

The Higher Education Opportunity Act (HEOA) conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct that prohibits conflicts of interest for its financial aid personnel. The

Creative Center's officers, employees and its agents are required to comply with this code of conduct. The following specific provisions bring the Creative Center into compliance with the federal law. [HEOA 487(e)].

- Neither the Creative Center as an institution, nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender.
- No officer or employee of the Creative Center who is employed in the Student Financial Services Office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value of more than a nominal amount. (Nominal value is valued at \$10 or less).
- An officer or employee of the Creative Center who is employed in the Student



Financial Services Office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

- The Creative Center will not:
 - for any first time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or
 - refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
- The Creative Center shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with:
 - a specified number of loans made, insured, or guaranteed under Title IV;
 - a specified loan volume of such loans; or
 - a preferred lender arrangement for such loans.
- The Creative Center shall not request or accept from any lender any assistance with call center staffing or financial aid staffing.
- Any employee who is employed in the Student Financial Services Office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such an advisory board, commission, or group.
- Financial staff can participate in meals, refreshments and receptions that are in conjunction with meetings, trainings, or conference events that are open to all attendees.

Staff who knowingly fail to follow these guidelines will be subject to disciplinary action.

Students Convicted of Possession or Sale of Drugs

A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid--they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when a student was a juvenile, unless they were tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had

previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

The HEOA established the requirement for schools to provide each student who becomes ineligible for Title IV aid due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify that they have successfully completed the rehabilitation program; as with the conviction question on the FAFSA, the Financial Aid Office is not required to confirm the reported information unless they have conflicting information.

When a student regains eligibility during the award year, Pell for the current payment period and Direct loans for the period of enrollment may be awarded.

Standards for a Qualified Drug Rehabilitation Program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

If a student certifies that they have successfully completed a drug rehabilitation

program, but the Financial Aid Office has reason to believe that the program does not meet the requirements, the Financial Aid Office must determine if it is a qualified drug rehabilitation program before paying the student any FSA funds.

Satisfactory Academic Progress for Financial Aid

The Creative Center is required to define and monitor standards of Satisfactory Academic Progress (SAP) for students receiving federal financial aid from one or more of the following programs: 1) Federal Pell Grant 2) William D. Ford Federal Direct Loan Program. *For a complete explanation and list of requirements of the Creative Center's SAP policy, please refer to page 35.*

Comparable Program Information

You may obtain a comparison of information regarding tuition and program length between the Creative Center and other colleges by contacting: Accrediting Commission of Career Schools and Colleges • 2101 Wilson Boulevard, Suite 302 • Arlington, VA 22201 • 703-247-4212

SCHOLARSHIPS

The Creative Center offers scholarships to new students who exhibit exceptional talent, creativity and academic standing. The Creative Center recommends prospective students submit applications and portfolios as early as possible; scholarships are confined by a limited amount of funds. Based on previous interest, scholarships are depleted by March.

The Creative Center offers two types of scholarships:

- **President's Scholarship** - This \$1,000 scholarship recognizes above-average students who have exhibited a high level of talent in art.
- **Founder's Scholarship of Excellence** - This \$2,000 scholarship has been established to recognize those students who have outstanding artistic talent and academic standing.

Winners of scholarships will be informed when they receive notification of their acceptance to the Creative Center. Scholarships are awarded to approved students after review of their application and portfolio. All qualifying scholarship monies will be credited to the student account in the third semester (the first semester of the second year), provided they meet the following requirements.

By the end of the first year of study, all recipients must finish all courses with a passing grade and achieve a 3.0 cumulative grade point average in order to retain their scholarships. If a recipient's grade point average is below 3.0 at the end of the first year of study or a recipient has failed any course during the first year of study, the scholarship is forfeited.

STUDENT SERVICES

Advising

Students should contact the administration office for questions regarding items such as tuition, permanent records, and transcripts.

Students should contact the instructor for questions regarding books, software, supplies, course content, and grading procedures.

If a student feels they need professional counseling, he or she should contact the administration office for a list of names and addresses of local counseling organizations. The Creative Center also has an on-call college counselor available for student or campus needs.

Campus Security Report

The Creative Center prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of the most recent report can be located on our website at <http://www.creativecenter.edu/TCC14/pdfs/CampusSecurityReport2019.pdf>. This report is prepared in cooperation with the Omaha Police Department.

Campus crime, arrest and referral statistics include those reported to the administration and local law enforcement agencies. The Creative Center does not have any off-campus student organizations, residence halls or dormitories. The college does not employ or contract security personnel.

Each August, during orientation, all enrolled students receive the website address to access this report. Faculty and staff receive similar notification with the updated Employee Handbook and Faculty Manual each year. Copies of the report may also be obtained by contacting the Executive Director or by calling 402-898-1000.

Career Services

The Creative Center will assist students in their job search but cannot guarantee employment. Students are welcome and encouraged to seek assistance in their job search after graduation. The career services office has



many contacts with companies related to the graphic design field and can also help students make contact with companies across the country. Employers often approach the Creative Center in order to interview students. Other job opportunities will be posted at the Creative Center as they become available.

By the end of the second and third years, contacts may have already been established with potential employers through externships, adjunct instructors, guest speakers, and on-staff professionals. “Meet the Pros,” a local yearly event, gives second- and third-year students an opportunity to meet and show their portfolios to employers citywide and tour local related businesses. The Creative Center also hosts an annual “Portfolio Review Night” for second- and third-year students to have their portfolios reviewed and critiqued by creative professionals. The 20-30 pros that attend this event are members of our Program Advisory Committee as well as business owners, managers, creative directors, art directors, designers and writers from area advertising agencies and design studios. Some students have been offered job interviews from the contacts made at these events.

In several courses throughout both programs, students create résumés and cover letters, discuss interviewing techniques at great length, and partake in on-campus interviews with local creative professionals in preparation for job hunting.

Community Resources

During fall orientation, a handout is provided with resources for a variety of community resources. A short list is contained here; the full list can also be found posted in the student break room.

This list is provided as a student service by the Creative Center. This list should not be considered to be a complete list of all such community service agencies nor an endorsement of them by the Creative Center.

Public Transportation • Metro • 402-341-0800 (Customer Service) •

www.ometro.com

Department of Motor Vehicles (DMV) • 2918 N. 108th St • 402-595-3106 •

www.dmv.ne.gov

Omaha Public Library • Milton R. Abrahams Branch • 5111 North 90th • 402-444-6284 • www.omahalibrary.org

Weather and Road Conditions • 800-906-9069 • 24/7

Crime and Drug Prevention

Alcohol and Substance Abuse Prevention

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, special guest speakers, referrals and college disciplinary actions.

Students and/or parents can contact the Executive Director or the Director of Education for information on the following services: Alcohol and Drug Education, Referral Services, and College Disciplinary Actions.

Security Awareness and Crime Prevention

During orientation in August, students are shown a slide presentation outlining

ways to maintain personal safety including tips on how to protect themselves from sexual assault, theft and other crimes. Students are also given access to the Campus Security Report at this time. Special guest speakers on sexual assault and domestic violence are also offered each year.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Disabilities

In preparation for employment, the Creative Center strongly encourages students with disabilities (learning, physical, psychiatric) to be proactive and to communicate individually with their instructors. Learning how to overcome individual obstacles will, in turn, better prepare students for dealing with these same obstacles in the workplace. Students may receive individualized assistance and support from instructors and staff on a case-by-case basis to accommodate their disabilities. The Executive Director works closely with students to ensure that their needs are being met.

Emergency Services

During fall orientation, a handout is provided with resources for a variety of emergency services. A short list follows; the full list can also be found posted in the student break room.

This list is provided as a student service by the Creative Center. This list should not be considered to be a complete list of all such community service agencies nor an endorsement of them by the Creative Center.

- Immediate assistance** 911
(requiring a law enforcement officer, fire department or ambulance)
- College Counseling – Luke Isaacson** 402-250-8693
- United Way Resources** Dial 211 or 402-444-6666
Operators can help you find the right resource for your situation. Just dial 211 on your home or cell phone, no area code is needed.
- National Suicide Prevention Lifeline** 1-800-273-TALK (8255)
- National Sexual Assault Hotline** 1-800-656-HOPE (4673)
- Poison Control Center in Omaha** 1-800-222-1222

Externships

Externships are strongly encouraged during the summer months. Opportunities are available at various Omaha companies including design studios, print shops, advertising agencies, and other related businesses. Students interested in externships should contact the Career Services department for a list of area businesses.

FERPA Student Rights (Also known as the Buckley Amendment)

The Creative Center upholds the Family Educational Rights and Privacy Act of 1974 which gives all students the right to view their records. A review of the

FERPA regulations, frequently asked questions, significant opinions of the Family Policy Compliance Office, and other information regarding FERPA can be found online at <http://www.ed.gov/policy/gen/guid/fpco/index.html>. A paper copy of these regulations can be requested from the administration office.

Requests for records should be made by the student to the administration office.



Housing Assistance

The Creative Center does not provide on-campus housing facilities but has made arrangements with a nearby apartment complex to assist with student housing. One- and two-bedroom apartments are available, and the Creative Center will help match students with roommates, if

desired. Most current students who reside in the apartments have chosen to room with other students, thus decreasing their monthly rent payments. As of May 2019, rent payments ranged from \$270-\$300 per month, including utilities, for each of four students in a two-bedroom apartment. Apartment availability is limited; students must enroll prior to May 31 to receive housing assistance for the following school year. For additional information on student housing, please contact the admissions department.

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. Students should adhere to the following steps when addressing a complaint:

1. If a student has a concern, he or she should speak with an instructor.
2. If the situation is not resolved, the student should put the concern in writing and direct it to the Executive Director. The student will receive a response within five (5) business days.
3. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting ACCSC or the Coordinating Commission for Postsecondary Education (CCPE).

All complaints reviewed by ACCSC must be in written form and should grant permission for ACCSC to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the

final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
703-247-4212 • www.accsc.org

A copy of the ACCSC Complaint Form is available at the college and may be obtained by contacting the Executive Director or online at www.accsc.org.

If a student chooses to contact the CCPE, please direct all inquiries to:
Exec. Director of the Coordinating Commission for Postsecondary Education,
140 N. 8th Street, Suite 300, P.O. Box 95005, Lincoln, NE, 68509-5005
402-471-2847 • <https://ccpe.nebraska.gov>

Federal Student Aid Ombudsman Group

The Federal Student Aid Ombudsman Group of the U.S. Department of Education is dedicated to helping resolve disputes related to Direct Loans, Federal Family Education Loan (FFEL) Program loans, Guaranteed Student Loans, and Perkins Loans. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans.

Before contacting the Ombudsman Group, attempt to resolve problems with your student loan yourself by following the recommendations found at:

<https://studentaid.ed.gov/sa/repay-loans/disputes>.

If you have been unable to solve a problem with your federal student loan, you can ask the Federal Student Aid Ombudsman Group as a last resort by completing the contact information form.

<https://studentaid.ed.gov/repay-loans/disputes/prepare>

FSA Ombudsman Group

PO Box 1843, Monticello, KY 42633

Phone: 877-557-2575; Fax: 606-396-4821

Title IX

Title IX is a Federal law that prohibits sex discrimination in educational institutions that receive federal funding and covers students, faculty, or staff.

Title IX covers: Sexual Violence, Sexual Harassment, Gender Discrimination, and Retaliation for reporting acts of discrimination listed.

For questions, assistance, or to report Title IX concerns, please contact the Title IX coordinator: Kim Guyer, 402-898-1000 x205, kim_g@creativecenter.edu

Voter Registration Information

The Federal Department of Education mandates that all students who receive federal financial aid be provided with voter registration information.

Students who live in Nebraska can go online to complete the necessary forms in order to register to vote: www.sos.ne.gov/forms/pdf/vr.pdf.

Students from states other than Nebraska can go online to learn how to register to vote in their home district: www.eac.gov/voters/register-and-vote-in-your-state/.

SATISFACTORY ACADEMIC PROGRESS

A student must make Satisfactory Academic Progress (SAP) towards completing his or her program of study in order to be eligible to receive Federal Financial Aid. To make SAP, a student must satisfy multiple criteria as explained in this section.

Veteran and Eligible Person Standards of Progress Policy

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment. Veteran and/or eligible person Standard of Progress will be determined utilizing the Satisfactory Academic Progress policy as listed in the college catalog consisting of overall grade point average, pace, program length, maximum time for completion, attendance and conduct.

Areas of Evaluation

A student's Satisfactory Academic Progress (SAP) evaluation uses qualitative and quantitative measurements. Three specific areas are monitored at the evaluation times.

1. The student's letter grade achieved in each individual course for the semester(s) enrolled;
2. The student's overall cumulative grade point average (OCGPA); and
3. The student's pace.

In order to make SAP, students must meet certain minimum requirements in regards to their OCGPA and their pace:

1. Students must maintain a 67% pace throughout their enrollment.
2. Students must meet OCGPA requirements as determined by the following chart.
3. Regardless of the number of credit hours attempted, a student must have a 2.0 OCGPA at the end of their second year of attendance.

Students who meet minimum pace and OCGPA requirements shall be considered to be making SAP until the next Evaluation Time.

Attempted Credit Hours	OCGPA
1 - 34 attempted credit hours	1.0 or higher
35 – 60 attempted credit hours	1.5 or higher
61 – 89 attempted credit hours	1.7 or higher
90 – 206 attempted credit hours	2.0 or higher

Pace

A student's pace is determined by dividing the number of credit hours that a student has attempted by the number of credit hours that a student has successfully completed. Pace is cumulative and is measured against the maximum time frame of completion for that student's program. (See Maximum Time Frame for Completion, page 36, for details.)

Withdrawn courses count toward attempted credit hours, but not completed credit hours of a student's pace. Transfer credit hours count toward both the attempted and completed credit hours of a student's pace.

Evaluation Times

Students are informally informed of their progress in a course throughout the semester. Formal evaluation times are at midterm and the end of each semester, including Fall, Spring, and Summer.

Grades and attendance data are entered into a computerized database. Based on this information, Grade Reports are calculated at all established evaluation times.

Program Lengths

Normal Duration Time:

	Clock Hours	Credit Hours	Weeks	Months	Semesters	Years
AOS	2,160	90	72	20	4	2
BFA	1,044	47	36	10	2	1
Total for both programs	3,204	137	108	30	6	3

Maximum Time Frame for Completion

A student's Maximum Time Frame for Completion is based on 150% of the program length, in credit hours.

AOS	135 credit hours
BFA	71 credit hours
Total for both programs	206 credit hours

If a student cannot complete a program within the maximum time frame for completion, that student will no longer be eligible to receive federal financial aid. A student who is not eligible to receive federal financial aid but is allowed to remain enrolled at the college must use funds other than federal financial aid in order to do so.

Academic Standards/Grading

An Incomplete (I) is given if a student does not complete the work by the last day of the course or if a student has exceeded the maximum number of absences allowed. (See Attendance, page 40, for details.) The college must inform the student of the latest date for completion of the work. After the stated date, the Incomplete grade will be converted to a final grade. If the required work is not completed by the stated date, the Incomplete will convert to an F.

Students who have one or more failed courses at the end of the school year and desire to continue their education at the Creative Center must repeat the failed course(s) and receive a passing grade. (See Repeat Courses, page 39, for details.)

A withdrawal (W) is given if a student withdraws from the course.

Letter Grade/ Code	Numerical Percentage	Description	Included in Credit Hours Successfully Completed	Included in Credit Hours Attempted	Included in OCGPA	Quality Points
A+	98 – 100	Excellent	Yes	Yes	Yes	4.0
A	95 – 97	Excellent	Yes	Yes	Yes	4.0
A-	92 – 94	Excellent	Yes	Yes	Yes	3.7
B+	89 – 91	Above Average	Yes	Yes	Yes	3.3
B	86 – 88	Above Average	Yes	Yes	Yes	3.0
B-	84 – 85	Above Average	Yes	Yes	Yes	2.7
C+	82 – 83	Average	Yes	Yes	Yes	2.3
C	79 – 81	Average	Yes	Yes	Yes	2.0
C-	77 – 78	Average	Yes	Yes	Yes	1.7
D+	75 – 76	Below Average	Yes	Yes	Yes	1.3
D	72 – 74	Below Average	Yes	Yes	Yes	1.0
D-	70 – 71	Below Average	Yes	Yes	Yes	0.7
F	0 – 69	Failed	No	Yes	Yes	0.0
I	N/A	Incomplete	No	Yes	No	N/A
W	N/A	Withdrawal	No	Yes	No	N/A

Overall Cumulative Grade Point Average (OCGPA)

A student's Overall Cumulative Grade Point Average (OCGPA) is computed using quality points and attempted credit hours in the following formula:

1. Credit Hours x Quality Points = N (for one course)
2. N + N + N ... (for all courses attempted) = \emptyset
3. \emptyset divided by total Credit Hours attempted = OCGPA

If a failed course is repeated and successfully completed, the second, passing

grade is used to compute the OCGPA. The first, failing grade remains on the transcript and does not count toward OCGPA, however, the attempted credit hours continue to count toward the student's pace (See Pace, page 35, for details.)

Withdrawn course grades and transferred course grades do not count toward OCGPA.

President's Honor Roll

Students who receive an overall cumulative grade point average of 3.7 or higher in any semester are placed on the President's Honor Roll.

Late Work

Class assignments must be completed on time. Students will be taught to meet deadlines, just as is the case in the business world. Failure to meet deadlines for a scheduled assignment will cause the normal grade for the assignment to be lowered. The standard reduction rate for late work is an 8% reduction after the first class day (or week) and 4% for each class day (or week) afterward. After the fourth week, the assignment will receive a permanent zero and will not be accepted. For example, if a student has an assignment due in Monday's class and he or she turns it in the next Monday (one week late) and receives an 83% (C+), the recorded grade will be a 75% (D+) after the grade reduction is applied. If the same student turned in the same assignment two weeks late, the recorded grade would be a 71% (D-). Late work is not accepted after week 9 and after week 19 of each semester.

Under extenuating circumstances, an instructor may choose to waive or adjust the grade reduction on a case-by-case basis.

Completion Sessions

The Creative Center follows a lock-step curriculum for both programs, which means all courses in the program must be passed (or transfer credits applied) in order to graduate.

If a student receives an automatic Incomplete (I) due to attendance, that student is required to continue to attend class until the completion of the semester. At that time, the student's grade is evaluated. If the student has made up all missing work and has a passing grade, the student will be given an opportunity to attend a Completion Session during the summer months in order to make up the missing class time. If the student has a failing grade, the student fails the course, with no option to attend a Completion Session, and the course will need to be repeated. (See Repeat Courses, page 39, for details.)

Completion Sessions are scheduled based on the number of days that a student was absent in the course. A minimum of five (5) days is required with an additional day added for each absence over five that the student accrues. Completion Sessions are scheduled after all grades are finalized at the end of the school year. These sessions are offered as time and schedules allow and cannot be rescheduled.

Students will attend the session Monday through Friday for a minimum of five (5) pre-scheduled days from 8:30 a.m. until 3:30 p.m. Completion Sessions are charged to the student at a rate of \$240 per day; the minimum five-day session

would cost \$1,200. Payment arrangements for Completion Sessions are due when the student requests the course; payment is due before the course begins. Federal financial aid is not permitted to assist with Completion Sessions, however, other forms of financial aid may be available; please contact the Financial Aid Office for details on your situation.

If a student misses a day during his or her scheduled completion session, that student will be charged for the day they miss, and will be required to schedule a make-up day, which will also be charged the standard rate. Payment for the make-up day will be required before the student attends the make-up day. Payment for a make-up day may be waived under extreme circumstances, and must be approved by the Executive Director.

All Completion Sessions must be completed by the first day of the following school year or the student's grade will be converted to Failing (F), and the course will need to be repeated. (See Repeat Courses, page 39, for details.)

Completion Sessions must be requested in writing; a Completion Session / Repeat Course Request Form can be obtained by contacting the Executive Director. For fall semester courses, the written request is due prior to January 31 of the following spring semester. For spring semester courses, the written request is due prior to the last day of class.

Repeat Courses

The Creative Center follows a lock-step curriculum for both programs, which means all courses in the program must be passed in order to graduate. Students who have one or more failed courses at the end of the school year and desire to continue their education at the Creative Center must repeat the failed course(s) and receive a passing grade.

Students have the option to wait until the course is offered during the next school year, in which case the new tuition and fees would take effect.

Since the Creative Center offers its courses only once per year, an option to repeat a course during the summer may be available.

Summer Repeat Courses must be requested in writing; a Completion Session / Repeat Course Request Form can be obtained by contacting the Executive Director. For fall semester courses, the written request is due prior to January 31 of the following spring semester. For spring semester courses, the written request is due prior to the last day of class.

Requested courses are scheduled after all grades are finalized at the end of the school year. These courses are offered as time and schedules allow, are not guaranteed to be available, and cannot be rescheduled.

If a course is offered, students will attend the course Monday through Friday for a total of 18 pre-scheduled days from 8:30 a.m. until 3:30 p.m. Repeat Courses offered during the summer months are charged to the student at a rate of \$3,500 per course.

If a course is repeated, either during the summer or throughout the next appropriate semester, only the second grade obtained will be used to compile the OCGPA, however the credit hours for both courses will count toward the student's pace.

Financial aid for Repeat Courses may be available to those who qualify; please contact the Financial Aid Office for details on your situation. Payment arrangements for Repeat Courses are due when the student requests the course; payment is due before the course begins.

If a student repeats a course that was previously passed in order to make Satisfactory Academic Progress (SAP), that specific course qualifies for financial aid. If a student repeats a course that was previously passed only to receive a better grade, that specific course does not qualify for federal financial aid. Administration will make final determinations of financial aid eligibility.

A student may utilize federal financial aid funds in order to take the same course a maximum of two times. If the student fails a course a second time, he or she may be dismissed from the college. If a student is allowed to remain enrolled due to extenuating circumstances, that student may repeat the course, but cannot utilize federal financial aid funds in order to do so.

Attendance

Students are expected to attend all classes regularly, punctually, properly dressed, equipped, and in a fit condition to learn.

On campus attendance is recorded four times daily and tallied per course. Class cuts are also tallied periodically. Absences, tardies, and class cuts accumulate throughout one semester and will be taken into account when evaluating student performance and assigning final grades. One class cut is equal to one tardy. Four tardies are the equivalent of one absence.

Poor attendance affects a student's grades:

Absences per course	Percentage deducted from semester grade
Three (3) absences	4% (approximately 1/2 a letter grade)
Four (4) absences	8% (approximately one full letter grade)
Five (5) absences	12% and Automatic Incomplete (I)
Eight (8) absences	Automatic Failure (F)

If a student receives an automatic Incomplete (I) due to attendance, that student is required to continue to attend class until the completion of the semester. At that time, the student's grade is evaluated. If the student has made up all missing work and has a passing grade, the student will be given an opportunity to attend a Completion Session during the summer months in order to make up the missing class time. (See Completion Sessions, page 38, for details.) If the student has a failing grade, the student fails the course, with no option to attend a Completion Session, and the course will need to be repeated. (See Repeat Courses, page 39, for details.)

Students receiving an automatic failure must repeat the failed course(s) and receive a passing grade before continuing their education or graduating. (See Repeat Courses, page 39, for details.)

Absences

An absence occurs when a student misses class. As in the business world, the Creative Center does not partake in excused or unexcused absences. If a student is not able to attend class, he or she will have to make up the work assigned and will have to obtain the information that was delivered on that day. Instructors may, at their discretion, allow assignments to be turned in late with no penalty if they feel that an absence has warranted such treatment.

Tardies and Class Cuts

Tardiness disrupts an entire class and will be a factor in determining grades. Tardiness is recorded four times per day using a computerized hand punch system.

Hand Punch #1 must occur before 8:30 a.m.

Hand Punch #2 must occur after 11:50 a.m.

Hand Punch #3 must occur before 1:00 p.m.

Hand Punch #4 must occur after 3:30 p.m.

Students who do not punch at the scheduled times are considered tardy. Four tardies are the equivalent of one absence.

Due to the importance of lecture information, students missing a majority or all of a lecture will be given an additional tardy for a total of two tardies. Sitting in the lab area during lectures, sleeping during lecture or disruptive behavior during lecture - including talking out of turn - can result in the application of two tardies as well.

Class cuts can be taken and tallied at the instructor's discretion anytime throughout the class day. One class cut is the equivalent of one tardy. A student can be counted as cutting class if he or she is at a desk but not working. The following behaviors are examples of class cuts: absenteeism from class without an instructor's permission, including leaving early; sleeping; unrelated computer usage such as playing games or watching movies; behaving disrespectfully to an instructor, administrator or fellow students; and fooling around or disrupting the classroom in any way.

Unacceptable behavior in the classroom, including foul language, will not be tolerated; students will be given one warning and then dismissed for the day and given the appropriate tardies.

Financial Aid Warning Procedure

Students who do not make Satisfactory Academic Progress (SAP) will adhere to the following procedures.

- I. Student does not make SAP:
 - A. The student will be informed in writing that they have been placed on Financial Aid Warning for one semester.
 - B. The student will meet with the Executive Director in order to discuss the student's progress and requirements for the future.
- II. Student makes SAP at the end of the Financial Aid Warning period:
 - A. The student will be removed from Financial Aid Warning.
 - B. The student will be eligible to receive financial aid if he or she qualifies.

- III. Student does not make SAP at the end of the Financial Aid Warning period:
 - A. The student will be ineligible to receive federal financial aid.
 - B. The student is placed on Academic Probation.
 - C. The student is able to use private funds upon return.
- IV. Student withdraws from the program while on Financial Aid Warning:
 - A. Upon return, the student will be ineligible to receive federal financial aid.
 - B. Upon return, the student is eligible to file an appeal (see Appeal Process, page 43, for details.)
 - C. Upon return, the student is able to use private funding.
 - D. Upon return, the student will meet with the Executive Director to customize a Personal Academic Plan (PAP) toward successful completion of the program. The Executive Director will monitor the student's progress and compliance with the PAP.
- V. Student successfully appeals federal financial aid ineligibility (See Appeal Process, page 43, for details.):
 - A. The student will be placed on Financial Aid Probation for one semester.
 - B. The student will meet with the Executive Director to customize a Personal Academic Plan (PAP) toward successful completion of the program. The Executive Director will monitor the student's progress and compliance with the PAP.
- VI. Student makes SAP at the end of the Financial Aid Probation period:
 - A. The student will be removed from Financial Aid Probation.
 - B. The student will be eligible to receive financial aid if he or she qualifies.
- VII. Student does not make SAP at the end of the Financial Aid Probation period:
 - A. The student will be dismissed from the college.
- VIII. Student withdraws from the program while on Financial Aid Probation:
 - A. The student is ineligible to return to the college.

Note: If a student receives an Incomplete (I) in any course while on Financial Aid Warning or Probation, the administration will delay the assessment of that student's SAP until the student has completed those courses and/or the grade is finalized.

Veteran and Eligible Person Probation Policy

A veteran and/or eligible person who does not meet the required minimum Standards of Progress will be informed in writing and placed on Standard of Progress Warning for one semester. The veteran and/or eligible person will meet with the Executive Director to discuss the veteran's or eligible person's progress and requirements for the semester. Upon successful completion of the Standards of Progress Warning semester the veteran and/or eligible person will be removed from Standards of Progress Warning.

A veteran and/or eligible person that does not meet the requirements of Standards of Progress Warning will be placed on Academic Probation for one semester. The veteran or eligible person will meet with the Executive Director to customize a Personal Academic Plan (PAP) toward successful completion of the

program. The Executive Director will monitor the veteran's and/or eligible person's progress and compliance with the PAP. Upon successful completion of Academic Probation the veteran and/or eligible person will be removed from Academic Probation.

A veteran or eligible person that does not meet Standards of Progress requirements while on Academic Probation will be dismissed from the college.

Appeal Process

A student has the option to appeal financial aid probation, federal financial aid ineligibility, maximum time frame for completion, dismissal, or any other disciplinary action.

An appeal may be warranted due to an extenuating circumstance – such as health issues – which directly caused the disciplinary action.

The appeal must occur in writing within five (5) business days of the action. The only exception to this requirement is a student who voluntarily withdrew from the college while he or she was on Financial Aid Warning. In this case, the student may file an appeal upon their return to the college.

Appeal forms are available at the college and may be obtained by contacting the

Executive Director. An interview may be required.

Upon reviewing evidence presented by the student, the college will evaluate and make decisions on a case-by-case basis. Decisions will be documented and presented to the student in writing within five business days of receipt of the appeal.

If a student is reinstated from any interruption of training, the student must meet

all financial aid requirements as set forth prior to the interruption. Upon re-instatement to the college all financial aid will be resumed and paid according to the Satisfactory Academic Progress (SAP) policy to those who qualify.

Re-enrollment under Financial Aid Warning or Probation

If a student is allowed to re-enroll at the college, that student's financial aid status will be dependant on the status that student held when they left the college.

If a student re-enrolls on Financial Aid Warning or Probation, they will meet with the Executive Director in order to discuss the student's progress and requirements for the future and will be informed in writing of the status. At that point, the student will have one semester to make Satisfactory Academic Progress (SAP). At the end of the warning period the student must make SAP, including the appropriate OCGPA and pace for that Evaluation Time. If the student does not



make SAP while on Financial Aid Warning, they will be ineligible to receive federal financial aid.

If it is impossible for the student to make SAP by the end of the first semester back, that student will meet with the Executive Director to customize a Personal Academic Plan (PAP) toward successful completion of the program. The Executive Director will then monitor the student's progress and compliance with the PAP.

Veteran and Eligible Person Readmission Policy

If a veteran or eligible person re-enrolls while on Standards of Progress Warning they will meet with the Executive Director to discuss their progress and requirements for the future and will be informed in writing of the status. At that point the student will have one semester to meet Standards of Progress Warning requirements.

If the veteran and/or eligible person does not meet Standards of Progress Warning requirements at the end of the semester will be placed on Academic Probation. The veteran and/or eligible person will meet with the Executive Director to customize a Personal Academic Plan (PAP) toward successful completion of the program. The Executive Director will then monitor the veteran's and/or eligible person's progress and compliance with the PAP.

A re-enrolled veteran or eligible person that does not meet Standards of Progress Academic Probation requirements will be dismissed from the college

INSTITUTIONAL ACADEMIC STANDARDS

A student must meet Institutional Academic Standards (IAS) in order to be allowed to remain enrolled in the college. IAS policies are independent of Satisfactory Academic Progress (SAP) policies, but may be related.

IAS in Relation to Satisfactory Academic Progress (SAP)

Enrollment at the Creative Center is contingent on making SAP. Students who do not make SAP and are ineligible to receive federal financial aid will be dismissed from the college, including students who appeal unsuccessfully to be placed on Financial Aid Probation.

Non-Academic Probation

Probation and/or dismissal may also be necessary for issues other than academic performance. In cases of inappropriate behavior, a student will meet with the Executive Director; this meeting will be documented and kept in the student's academic file. Non-academic probation and timelines are distributed on a case-by-case basis. By the end of the probationary period the student must remedy all required issues or will be dismissed from the college.

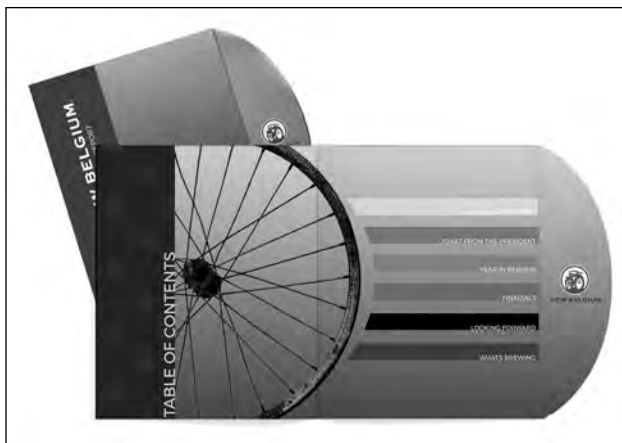
The Creative Center reserves the right to dismiss a student without warning if a student's behavior warrants such action.

Enrollment Status Policy

Students entering the college are enrolled as full-time students (attending five days per week). Under unique situations or extenuating circumstances, students may be allowed to enroll as part-time students (attending less than five days per week). These circumstances will be reviewed on a case-by-case basis. Students enrolling as anything but a full-time student are required to meet with the Executive Director before the start of the semester.

IAS in Relation to Repeat Courses

Students who have one or more failed courses at the end of the school year and desire to continue their education at the Creative Center must repeat the failed course(s) and receive a passing grade.



Under these circumstances, a student must act upon one of three choices: 1) take the failed course(s) as Repeat Course(s) during the summer, if available, 2) re-take the failed course(s) during the regularly scheduled time in the next school year, or 3) withdraw from the Creative Center.

If a first-year student achieves a passing grade in the Repeat Course(s), that student may continue into second year. If a second-year student achieves a passing grade in the Repeat Course(s), that student may graduate with an AOS and, if enrolled, may continue into third year. If a third-year student achieves a passing grade in the Repeat Course(s), that student may graduate with a BFA.

All enrollments and graduations are also contingent on Satisfactory Academic Progress (SAP) status. Students who fail all courses within one semester may automatically be dismissed from the college. Students have the option to appeal this dismissal if they feel these grades were the result of extenuating circumstances, (See Appeal Process, page 43, for details.)

Withdrawal from an Individual Course

In the case of extraordinary circumstances beyond the student's control, the Creative Center may allow a student to withdraw from an individual course. Course withdrawal requests will not be accepted until after week 13 has begun.

In order to request a course withdrawal, the student must meet with the Executive Director and/or the Director of Education and must submit a written petition explaining why the student is unable to complete the course successfully.

Upon reviewing evidence presented by the student, a Withdrawal Committee

will evaluate and make decisions on a case-by-case basis. Decisions will be documented and presented to the student in writing within five business days of receipt of the request.

Dismissal or Withdrawal from the College

Students who are dismissed or wish to withdraw from the Creative Center must complete the following steps.

1. Meet with the Executive Director.
2. Fill out the appropriate paperwork.
3. Remove all software licensed to the college from their computer.
4. Attend an exit interview with the Financial Aid Office.

Military Withdrawal

Students who are deployed while enrolled at the Creative Center must withdraw from the program. The student may be eligible to follow their original tuition and fees schedule if they provide official documentation and re-enroll at the earliest possible date after their return.

If a student is deployed at the end of a semester, the Creative Center will determine on a case-by-case basis if the student's current attendance will allow them to pass a course without withdrawing. If it is determined that a student can make up time upon his/her return, the student will not be charged for this time.

GRADUATION REQUIREMENTS

In order to graduate from either degree program at the Creative Center:

1. A student must attain a 2.0 overall cumulative grade point average for all of the courses included in the degree program; and
2. A student must attain a passing grade (letter grades A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-) in all of the courses required for the degree program or receive credit for such courses from the college based on the student's previous postsecondary education; and
3. A student must complete all courses within the Maximum Time Frame for Completion.

Graduates will be awarded an Associate of Occupational Studies in Graphic Design after completion of the full 90-semester-credit-hour degree program.

Graduates will be awarded a Bachelor of Fine Arts in Graphic Design after completion of the full 137-semester-credit-hour degree program.

GENERAL POLICIES

Academic Dishonesty

The Creative Center reserves the right to suspend or dismiss any students who copy or otherwise plagiarize artwork, assignments, or tests of other students or professionals.

Alcohol/Drugs

The Creative Center's standards of conduct prohibit the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students at its facility or during any of its activities. "Illicit drug use" means the use of illegal drugs and the abuse of other drugs and alcohol, including anabolic steroids. All state and federal laws, and any applicable city ordinances having to do with the possession and use of illicit drugs and alcoholic beverages shall be observed by all students. A student may be dismissed if they are found with drugs or alcohol on campus, including alcohol even if the student is of legal age.

Animals

Students may not bring any animal into the building for any reason. If a student brings an animal on the premises, the administration reserves the right to confiscate the animal and/or contact animal control for assistance.

Breaks

Breaks are set up at specific and regulated times throughout the day. Students are not allowed to take breaks at times other than those specified without an instructor's permission. Computer games and movies are allowed on lunch breaks only.

Dress Code

Students may dress casually but should not wear clothes that are distracting in any way to other students or faculty. Students wearing inappropriate clothing will be given a verbal warning first and may be asked to change their clothing. Students will be informed ahead of time of certain dates when guest lecturers, tours and on-campus interviews will require a minimum of business casual dress. Refusal to dress up on required days may result in a failure for that assignment and possible dismissal for the day. Consistent non-adherence to this policy may result in disciplinary action.

Electronic Devices

Use of all electrical devices requiring an outlet is prohibited by students including refrigerators, stereos, coffee makers, etc. iPods, MP3 players, or CD players are allowed only in a portable format and students are required to wear headphones when using them as well as playing CDs or DVDs on their laptops. Use of cellular phones and beepers is prohibited during class and these items should be turned off. Students with phones or beepers that ring (phone call, text message or other) during class time will be applied a class cut.

Equipment Usage

Multiple copies or prints from any color, black and white, printer or copy machine are not allowed unless required by an instructor.



Faculty Offices

The faculty offices are off limits to all students at all times. Instructors will have assigned hours on their off-teaching days when students can contact them for assistance.

Harassment

It is the policy of the college to create and maintain an environment for both students and employees which is free from any form of harassment.

Harassment based on verbal, written or physical acts of race, color, sex, religion, national origin, disability, and/or age or any other factor protected by law is serious and expressly forbidden.

Sexual harassment is also expressly forbidden. Sexual harassment is defined as any unwelcome advance, verbal abuse or physical abuse of a sexual nature which interferes with an individual's ability to work or study at the college.

A student who believes that he/she has been the object of harassment should meet with the Executive Director. The administration will discuss the concerns with all involved parties and will decide if a remedy can be applied or if disciplinary action is necessary. If the situation warrants, the college will contact the proper authorities.

Internet and Laptop Usage

Use the Internet wisely; the web can be a useful tool or a serious distraction.

Use of Internet access is for school-related projects only; personal use of the Internet is not allowed. Personal use includes, but is not limited to, emails, chatting, viewing movies and online gaming. Downloading software, MP3s, videos, files, etc. unrelated to a college project is not allowed. Utilizing file-sharing programs such as LimeWire and BitTorrent are strictly prohibited. Downloading “pirated” software for any reason is strictly prohibited. Viewing or downloading material from “adult” websites is not allowed in any form or for any reason. Students are also prohibited from sharing or allowing others to use current college passwords.

Keep in mind that the use of the Internet is a privilege – not a right – and that there is not a corresponding right to privacy. All such use is subject to random, unannounced reviews by the administration, and unauthorized software and/or files will be erased from student computers. Any use that violates this policy may result in disciplinary action including immediate suspension or dismissal from the college. The Creative Center also reserves the right to limit Internet access availability during class hours.

Laptop computers are a benefit of the college. Students should use their laptops for school-related projects when in class. Students who use their computers for unrelated activities such as playing games or watching movies during either lecture or lab times will be applied a class cut.

that you're trans* or queer,* homosexuality is found in many species including the brown bear, but transphobia and homophobia is only found in one.

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*transgender: An umbrella term for people whose gender identity expression or behavior is different from those typically associated with their assigned sex at birth. An umbrella term for transsexuals, cross-dressers, transvestites, transgenderists, gender queers and people who identify as neither female nor male (and/or as neither a man or a woman). Transgender is not a sexual orientation; transgender people may have any sexual orientation. Transgender is a broad term and is good for non-transgender people to use. "Trans" is shorthand for "transgender" and "gender" is correctly used as an adjective, not a noun. Thus "transgender people" is inappropriate but "transgender" is often viewed as disrespectful.
*Queer: A term used to refer to lesbian, gay, bisexual and other non-transgender people.

Non-Discrimination and Equal Opportunity



The Creative Center does not discriminate on the basis of race, color, national origin, religion, sex, marital status, age, or disability in admissions, educational programs, activities, or employment. The Creative Center supports the American Disabilities Act. The Creative Center is an equal opportunity employer.

Personal Property Waiver

Students understand and agree that they are responsible for their own personal property whether on or off of the college premises. Students understand and agree that the Creative Center is not liable or responsible for any loss or damage to the student's personal property during either degree program. The Creative Center recommends that the students carry liability insurance to cover their personal property interests. For example, a student's computer could be covered under renters insurance or homeowners insurance.

Professional Attitude

All students are expected to maintain a professional and respectful attitude involving all other students and employees of the Creative Center. Students should refrain from demeaning other students, staff or the college verbally as well as via electronic media or printed materials. This professional attitude should also extend to areas off campus, including roommate situations and social gatherings.

While it is impossible to expect students to like everyone they deal with on a daily basis, they are expected to get along with and maintain a level of respect for everyone. Displays of demeaning or disrespectful behavior toward the college, staff or students will result in disciplinary action including immediate suspension or dismissal from the college.

Reproduction or Display of Student Work

The college reserves the right to reproduce and display student work in its literature, advertising and any other college promotions. Students are required to give digital files of their work to the college as requested. The Creative Center also reserves the right to publish photographs of students in the college setting on or off campus for promotional use.

Right to Change

The Creative Center reserves the right to update curriculum, policies, and change class schedules and teachers when conditions warrant such changes. The college reserves the right to adjust tuition to cover an increase in operating expenses. A 90-day notice will be given prior to a tuition increase.

Smoking

The Creative Center is a smoke-free building. Smoking is allowed in the designated area outside the northwest side of the building. Electronic cigarettes are not allowed to be used within the building.

Snow Days

The Creative Center mimics a creative business atmosphere and rarely closes due to snow conditions. On the rare occasions that classes are delayed or cancelled, information will be listed in the following places before 8:00 a.m.: KMTV3, WOWT6, KETV7, KPTM, KFAB radio, Creative Center's Facebook page, and the voicemail system. If a student chooses to not attend class because of weather



conditions, but class is in session, that student will be counted as absent. The student also will be required to make up any assignments for that class.

Student Code of Conduct

Students are expected to maintain the same level of conduct as will be expected in future employment situations. This conduct also includes keeping their general work areas clean and sanitary. Discipline problems include but are not limited to: inappropriate clothing, disruptive behavior, verbal or physical disrespect of other students and/or their

belongings (including inappropriate jokes, sexual innuendos, racial slurs, etc.), sleeping in class, excessive tardies and/or absences, unexcused late assignments, and unrelated computer use during lecture or lab hours such as playing games or watching movies, or any behavior that inhibits the instructor's ability to teach and/or other students' ability to learn. These offenses will not be tolerated and, if the behavior continues, the college will take disciplinary action. Disciplinary action may include but is not limited to the following: dismissal from the college for a limited time, the application of class cuts, the removal of privileges such as the student's individual Internet connection, the request of a letter of intent from the student with an explanation of how the student will change his or her behavior, parental contact, daily completion of a timecard, the requirement of extra lab hours, regular meetings with college personnel and non-academic probation.

In cases of inappropriate behavior, non-academic probation is reviewed on a case-by-case basis. By the end of the probationary period the student must remedy all required issues or will be dismissed from the college. The Creative Center reserves the right to dismiss a student without warning if the student's behavior warrants such action.

If a student is dismissed temporarily, the student will be given the appropriate absences for that time period. If a student is dismissed from the college, readmission will be determined on a case-by-case basis.

Student Entrance

All students are required to enter and leave the building by the student entrance on the southwest side of the building. Students are not allowed to make use of the

main double doors. The metal north doors are not to be used to enter or exit the building at the beginning or end of classes.

Student Identification Cards

All students will be provided an identification card at the beginning of their first year. These cards are valid for the length of two years; students entering the third year will receive a new card. Students are required to have this identification on their person while on campus. Identification cards are required in order to check out equipment from the college. Replacement cards are available at a cost of \$5 each.

Student Parking

Student parking is restricted to the south parking lot only. Any student vehicles found parked on the east or north ends of the building will be towed.

Student Transcripts and Diplomas

Student academic transcripts are provided to students upon graduation. Duplicates of transcripts are available at a cost of \$10 each, paid in advance. Please allow 5 working days to process requests.

Diplomas are also provided to students upon graduation. Replacement diplomas are available at a cost of \$20 each, paid in advance. Diploma cases can also be purchased for an additional \$15. Please allow three weeks to process requests.

Student Work and Display Area

Each student is provided wall space and is required to display their artwork and projects. Student must also gain permission before removing their artwork. In an effort to convey a professional corporate image, artwork that is displayed throughout the building should also give a professional image and should not contain sexual, bloody, vile, immorally based or disturbing images, and/or any images deemed inappropriate by the administration. The Creative Center reserves the right to remove any work which it deems inappropriate.

Travel Liability Waiver

During the course of either degree program, students may find it necessary to transport themselves to and from events that are not located on the college premises. Students are encouraged to car pool, if possible; the Creative Center faculty and staff members are not permitted to transport students.

The student fully understands and agrees that the Creative Center is not responsible for any personal injury or property damage which may occur by reason of traveling to and from the event, or while the student is at or participating in any such event. The student fully understands and agrees that the Creative Center is released from any and all liability or responsibility for any such loss.

During college events, students are expected to represent the college in a positive manner, including dress and behavior.

Vaccinations

The Creative Center does not require specific vaccinations in order to enroll or attend courses.

Visitors

Any and all visitors must enter and leave the building by the main double doors on the south side of the building only. All visitors must sign in with the appropriate personnel and wear an approved guest pass. Visitors are allowed during lab hours only. Unauthorized persons on the premises will be treated as trespassers; the Creative Center also retains the right to dismiss the visited student. Visits are to be limited in length.

Weapons

Students may not bring any item that could be perceived as a weapon to class, on school grounds or to school sponsored activities. The administration reserves the right to confiscate any item which it determines could be perceived as a weapon. Any student wishing to include a weapon in a creative project must have permission and specific instructions from the Executive Director. Unauthorized possession of a weapon on campus may result in disciplinary action including dismissal from the college.



CURRICULUM

First Year Semester Credit Hours

First Semester

Art History 101.....	5.0
Art Media Techniques 101.....	4.5
Color and Design Theory 101.....	4.5
Drawing 101.....	4.0
Typography 101.....	4.5
Total.....	22.5

Second Semester

Art History 102.....	5.0
Computer Graphics and Software 101.....	4.5
Design and Layout 101.....	4.5
Fundamentals of Communication 101.....	5.0
Illustration 101.....	4.0
Total.....	23.0

Second Year Semester Credit Hours

Third Semester

3-D and Motion Design 201.....	4.5
Advertising Design 201.....	4.5
Illustration 201.....	4.0
Publishing and Print Production 201.....	4.5
Web and Media Design 201.....	4.5
Total.....	22.0

Fourth Semester

Business of Graphic Design and Advertising 201.....	4.5
Design and Illustration 202.....	4.5
Marketing and Advertising 202.....	4.5
Portfolio Development 201.....	4.5
Web Design 202.....	4.5
Total.....	22.5

Total AOS Program Semester Credit Hours

(Total of Two Years)..... 90.0

CURRICULUM

Third Year Semester Credit Hours

Fifth Semester

Advertising 401	4.5
Business Communication 301	4.5
Consumer Behavior 301	4.5
Design and Layout 401	4.5
Management Across Cultures 401	4.5
Total	22.5

Sixth Semester

Campaign Management 401	4.5
Ecology 301	6.0
Portfolio Development 401	4.5
Survey of Mathematics 101	5.0
Web Design 401	4.5
Total	24.5

Total Third-Year Credit Hours 47.0

**Total BFA Program Semester Credit Hours
(Total of Three Years) 137.0**



Free Spirit

Model or Actress?

I I was still in the audition process for *Queen of Bees* when a friend who lives in New York City told me that she had just been cast in the role of the drug-addicted mother, and she was going to film the "mommy" scenes. I thought she was kidding. By the time she walked the runway at an upcoming fashion show, I had already decided to audition for the role. I was still in the audition process for *Queen of Bees* when a friend who lives in New York City told me that she had just been cast in the role of the drug-addicted mother, and she was going to film the "mommy" scenes. I thought she was kidding. By the time she walked the runway at an upcoming fashion show, I had already decided to audition for the role.

As a young woman, I was still in the audition process for *Queen of Bees* when a friend who lives in New York City told me that she had just been cast in the role of the drug-addicted mother, and she was going to film the "mommy" scenes. I thought she was kidding. By the time she walked the runway at an upcoming fashion show, I had already decided to audition for the role.

"I don't know what normal is."

She attended an all-girls school, playing many sports, including American football, and was one of the top players on the team. She described her childhood as "normal, clean, suburban," but adds, "I felt very normal to me, but 'normal' is not the same for everyone. 'Normal' is just a word. I don't know what 'normal' is."

COURSE DESCRIPTIONS

First Semester

ART HISTORY 101: This art history course will study art and architecture from ancient art through the Renaissance. Reading will be extensive, supported by visuals, handouts, and tours. Students will study artists and styles from the past so as to recognize their influence in the present. A comprehensive review will include the role art has played in depicting historical events and everyday life.

Course Objective: This course gives students a foundation of the history of art, from ancient art through the Renaissance, including its usage and meaning. Reading assignments, quizzes, projects, and tours will broaden the student's knowledge of the relationship between art history and the modern world. They will develop an appreciation for art history and understand its relevance to modern thinking.

Performance Objective: At the completion of this course, students will have an understanding of the origin of art, how it has progressed, and its influence and importance to the people of ancient times through the modern day. They will be able to recognize and identify artistic styles and specific artist's work. Students will be aware of local and national museums and galleries available to them for further study.

ART MEDIA TECHNIQUES 101: This introductory course allows students to work with basic foundational elements used in graphic design. Since achieving certain illustrative effects will be crucial in future courses, students will learn the proper use of tools and will begin to apply these tools to various techniques. This course applies various art media to different illustration styles and helps the students understand which styles are best suited for which media and designs. Exercises will provide instruction in mixing, blending, and application, and will put color theory into practice. Markers, colored pencils, inks, watercolor, charcoal, pastels, and scratchboard are some of the media that will be studied. Watercolors, dyes, gouache, and acrylics will also be used with different subjects and compositions. Students will be put to the challenge of creating realistic still life paintings.

Course Objective: This course is designed to lay foundational knowledge of various types of media and their applications through hands-on exercises. This course allows for the understanding, development, and refinement of illustration skills, media techniques, and styles used in graphic design.

Performance Objective: At the completion of this course, students will have developed the beginning basic skills and understanding for each medium's use and its various applications. Students will be able to realistically render an image from a photograph and apply the correct technique and style for use in creating an illustration.

COLOR AND DESIGN THEORY 101: This course will study and critique the use of color in photography, painting, clothing, architecture, interiors, and print design. Moods created by color and emotional responses to color will be studied. Projects will include developing color wheels and palettes, mixing colors and developing primary, secondary, and tertiary color schemes in multiple media. Students will also study and practice composition and design theory and gain an understanding of good and bad design. Exercises will teach shape/space relationships, balance, rhythm, lines, and planes. Additional lessons will cover the principles of design, harmony, variety, movement, and texture (actual, simulated, and invented). Specific projects will facilitate understanding of all of these aspects of design through hands-on application. Taking the essential elements of design, students will create multi-dimensional design projects emphasizing different design elements and will apply color theory, composition, form and balance.



Experimentation and creativity are crucial to the development and success of these projects.

Course Objective: This course will familiarize students with the basics of color and design and enable them to recognize the elements and composition of design and how they work together. Students will be made aware of the importance and proper use of color, and will be able to mix colors in different media. Students

will begin practical use of the principles of color and design theory in 2- and 3-dimensional projects.

Performance Objective: At the completion of this course, students will be able to mix any color in several media. They will understand the effect color has on design and mood. Students will analyze and evaluate the quality of the elements of color, design, form, and composition. They will begin to apply the principles of design and color theory to a design project.

DRAWING 101: This drawing course will include a synopsis study of subjects from still-life projects to the human anatomy; students will create drawings with an emphasis on realistic shapes and proportions as they relate to 1, 2, and 3 point perspectives. Different styles and techniques of freehand drawing will be practiced to illustrate concepts from rough thumbnail form to finished drawing. Students will learn how to work with proper lighting, perspective, shading, value, and proportions. Basic fundamental shapes and complicated still life compositions will be sketched and drawn. This course will also emphasize basic form and study of the head and face, specifically facial features, with exercises in several media. This class will develop precision and accuracy that will be essential in future advanced drawing and illustration courses. Sketchbook assignments will be required. Skills

will be fine tuned and applied to develop the student's efficiency and confidence in a professional manner. Drawing assignments will focus on drawing what is seen: form, shape, contrast, tone, shading, and textures.

Course Objective: This drawing class is designed to help students develop an ability to draw what they see through the use of perspective, shading, and line work. The students will begin drawing facial features in multiple media with attention to detail. An understanding of proportion and placement of facial features will be studied extensively. Complex compositions will broaden students' abilities in a wide range of subject matter. They will learn to render complex and intricate textures. Drawing skills will be fine tuned and students will render a variety of subjects at a professional looking level.

Performance

Objective: At the completion of this course, students will have an understanding of how to create realistic drawings of still-life objects, animals, and the human portrait with proper shading and coloring. Students will also be keeping an on-going sketchbook each week. They will use a variety of drawing media throughout this course. Ultimately, students will be able to draw a variety of subjects in different media, using good compositions with varied lighting, proper proportions and realistic textures.



TYPOGRAPHY 101: Typography, or the production of letter forms, is a basic, essential and critical element used in graphic design, and a complete understanding is necessary. This course will proceed through a brief history of typography from calligraphy to electronically produced typestyles used in high resolution output. Letter forms with type personalities implemented into compositions will be studied and applied along with type association and memorization. Exercises will involve hand lettering of calligraphy and rendering of existing letter forms and type styles. Lettering structure, serif, sans serif, kerning, scaling, letter spacing, type styles, and personalities will be studied and applied through type design projects. Students will learn how to construct and modify type for use in logo designs and headlines. The importance of the selection as a design element in graphics will be emphasized and an appreciation for type will be developed.

Course Objective: This introductory course is designed to help students achieve a basic understanding of the design and letter form of typography through various exercises beginning with analysis of characters hand drawing of standard lettering forms through to calligraphy. Students will learn to recognize a variety of typefaces through study and memorization of available fonts. They will also learn to modify existing typefaces and will continue their study in effective use of type in design and layout.

Performance Objective: At the completion of this course, students will be able to identify the form or design of basic letter forms and will be able to choose appropriate typefaces for different projects. Students will integrate type into their designs effectively and creatively, and will be able to modify an existing typeface for headline or logo design.

Second Semester

FUNDAMENTALS OF COMMUNICATION 101: This course teaches fundamental communication skills, including writing, speaking, listening, presentation and delivery. Practical strategies will be offered to enable students to present themselves and their work in a professional, accurate and literate manner. The course contains assignments that utilize Basic English grammar rules and instruction, proofreading proficiency, outlining and organizational formats, approaches to public speaking, techniques for managing communication apprehension, and an introduction to résumé writing and interviewing.

Course Objective: To teach students to competently and confidently communicate in both written and oral business communication contexts.

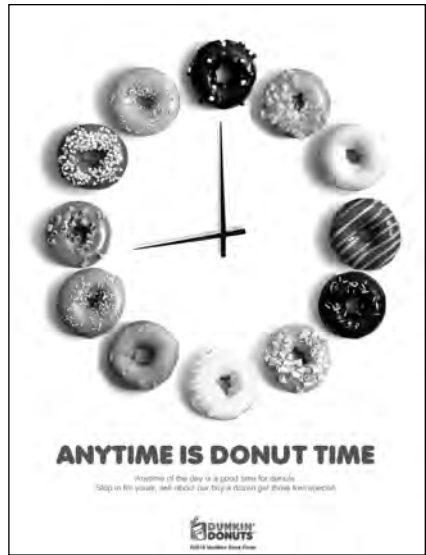
Performance Objective: At the completion of this course, students will be able to write and speak skillfully, critically and proficiently.

COMPUTER GRAPHICS AND SOFTWARE 101: In this course students will learn how a computer works and will be introduced to several computer programs used in the graphic design industry for page layout, image editing, vector illustration, and web design. Basic use of peripheral devices will also be covered including scanners and printers. Through extensive lab hours, students will further their knowledge and skills in the applications they are studying. Projects will focus on page layout and vector graphics with an introduction to basic HTML and web design fundamentals.

Course Objective: This course will provide a basic understanding of the computer system workings and its peripheral devices. It will provide foundational knowledge in the fundamental software programs used in the graphic design industry.

Performance Objective: At the completion of this course, students will understand how a computer and its devices work and have a basic understanding of several design and page layout programs. Students will design a printed project demonstrating their computer proficiency.

DESIGN AND LAYOUT 101: Design and layout theories will be reviewed, critiqued, and understood concerning print media. Students will learn traditional and computer graphic layout techniques and will understand grid set-ups, page layouts and copy flow. They will follow assignments from rough sketches to comp designs and then to the computer. This course will evaluate multiple design approaches for magazines, advertisements, annual reports, billboards, brochures, folders, and special product development. Students will learn the entire process from concept to layout and design, cutting, scoring and folding. Since high quality mock-ups are essential in the industry, accuracy and skill will be emphasized. Students will be given design assignments in a variety of printed pieces with a special emphasis on deadlines and efficiency. Assignments will focus on designing identities and advertising. Single themes will be carried throughout multiple advertising pieces to emphasize consistency.



Course Objective: Students will learn the techniques for approaching projects from different angles using thumbnail concepts. Students will also understand the creative steps involved in designing a printed piece from start to finish. Students will learn to apply their design and composition training to design projects. This course will also enable the student to begin to design an entire campaign or corporate identity for a prospective client.

Performance Objective: At the completion of this course, students will be able to use the skills from typography and color and design theory to produce a computer-generated layout, from initial sketches to comps. Students will be able to use their design knowledge to construct precise mock-ups and design printed pieces with a consistent look. Students will be able to conceptually design and produce professional looking mock-ups.

ART HISTORY 102: This course is a continuation of Art History 101, taking students through the time periods of Baroque through modern art and then looking specifically at graphic art throughout history. Students will explore the historical influences and implications of art and graphic design throughout the ages by studying and assessing distinguishable works and their creators. Emphasis will be placed on the technological advances that have played a major part in the evolution of both traditional art and graphic design and what effect, if any, these advances have on modern culture. Reading assignments will be required, supported by visuals and handouts.

Course Objective: This course continues to lay foundational knowledge of the various influences and styles of art and graphic art history. Reading assignments, quizzes, and projects will broaden the student's knowledge of the relationship between art history and the modern world. Students will demonstrate their understanding of the different forms of visual communication styles through hands-on exercises.

Performance Objective: At the completion of this course, students will have an understanding of the origin of both traditional and graphic art and their influence through the ages to modern times. Students will also be able to identify influences in current-day visual communication, including printed materials, television, web and signage.

ILLUSTRATION 101: Students will review and critique the work of contemporary and master artists, and will create full color illustrations in various styles and media. They will also become familiar with different types of illustrations: advertising, corporate, humorous, fashion, technical, and medical. Students will learn the basics of creating a successful illustration, how to begin the



illustration, how to plan and prepare with pleasing compositions, lighting and color schemes. Students will create stylized editorial illustrations incorporating the human form in various situations. They will learn how to select the type of surface, how to decide what size to create the original, and what medium to use. Students will be encouraged to begin developing their own style and will learn to work with speed and efficiency. The artist will choose their medium and style and will begin to create portfolio pieces.

Course Objective: Students will learn the difference between various kinds of illustrations that may be required in graphic design and advertising. They will learn how to plan and execute their

illustration to work in conjunction with the project as a whole (i.e. an illustration for a magazine layout may have different considerations than an illustration for a poster).

Performance Objective: At the completion of this course, students will be able to recognize different forms of illustration. They will produce various stylized illustrations in different media. Students will know how to choose the

best media and tools for their assignments. Students will plan and execute illustrations from editorial copy, choosing the style, medium, and color scheme that most effectively suits the article.

Third Semester

3-D AND MOTION DESIGN 201: In this course, creative design and extensive computer usage will be utilized in the creation of three-dimensional and motion designs, including

3-dimensional models, branding, television, and outdoor advertising. 3-D projects will emphasize the mockup stage of dimensional projects, using special effects and layering to create the illusion of actual finished pieces. Motion projects will reinforce the principles of movement, composition, design, and audio.



Course Objective:

This course will provide valuable information and experience in 3-dimensional design, motion design, and mockup execution on the computer.

Performance Objective: Upon completion of this course, students will have a solid grasp of how to design and build 3-D computerized mockups for multiple areas and situations as well as producing industry standard motion graphics.

ADVERTISING DESIGN 201: This introductory course takes the “puzzle pieces” of creative written and visual skills and shows students how to combine them successfully. Discussion and instruction will include the purpose and effects of advertising, cost analysis, targeting a specific audience, readability, impact, and trends. Advertising materials will be defined with guidelines on when to use appropriate media venues. Emphasis will be placed on newspaper and magazine advertising and television commercials. Projects will incorporate multi-faceted aspects of advertising into hands-on creative solutions.

Course Objective: This course gives students a basic understanding of the advertising industry and how to access and meet the client’s needs. Students will study a variety of advertising options and the effectiveness of each in meeting those needs.

Performance Objective: At the completion of this course, students will understand when to use various advertising media (point-of-purchase,

billboards, ads, radio, TV) to obtain optimum exposure and results for their clients. They will develop and create a small print campaign.

ILLUSTRATION 201: This course will study and practice award-winning illustration styles that are relevant and state-of-the-art in the marketplace today. Advanced illustrations using traditional as well as computer techniques will be produced for portfolio development. The class is designed to develop style and creativity with assignments similar to actual work problems. Deadlines, hard-to-please clients, and difficult illustration projects will be addressed. Students will work as art directors, photo art directors, designers, illustrators, and electronic artists to get a view of the “whole picture” and will learn to work efficiently in each role. Top quality work will be expected at this stage and grading will be more stringent.

Course Objective: Students will focus on current styles and techniques, implementing them in the computer to create professional looking illustrations. This course will familiarize students with everything they may encounter in the workplace. Students will continue to improve their skills and personal illustration styles to further develop their portfolios.

Performance Objective: At the completion of this course, students will have produced illustrations for their portfolio in diverse styles, displaying their own personal strengths. They will be familiar with current illustration styles that require both electronic and traditional imagery. Students will be able to produce a professional looking, creative and effective illustration under tight deadlines with revisions requested during the project by the instructor, gaining opportunities to work well with other creative people.

PUBLISHING AND PRINT PRODUCTION 201: This course provides an on-site look at print production from traditional paste-up to electronic desktop publishing. Students will tour prepress and printing companies to become familiar with the various production methods now available to the designer. Several different approaches will be taught to create reproducible digital files. Assignments are designed to give the students the understanding of the practical use of tools, masking materials, production setup, and final reproduction of color separations. This course also covers the various drawing and layout programs used in the business today. Students will develop a thorough understanding of PDFs and other programs that will electronically complete projects such as stationery, brochures, ads, direct mail pieces, and cover designs. Computer creation of 1- to 4-color process and spot color will be studied and executed. Color trapping will also be taught to finalize digital files for output.

Course Objective: Students will study computer aided production methods in depth, as well as be made aware of traditional production art methods. They will understand the processes a project goes through from production art to film, proofing, color separations, and printed piece. This course will enable a student to take a design or layout from the design phase to its final output in numerous programs.



Performance Objective: Upon completion of this course, students will be able to create and prepare final digital files for different printing and prepress methods. Additionally, students will be able to utilize the computer and its programs to design and produce layouts for final preparation for output. They will create their own computer files to meet professional industry standards.

WEB AND MEDIA DESIGN 201: This computer intensive course introduces students to software used to create websites and multimedia projects. Although the emphasis is on quality and creativity of design, students will be introduced to site planning, organization, and site interactivity. Also included are multimedia effects for websites and video presentations that include sound and animation. Projects will entail software programs that students will need to learn and become familiar with in order to produce their creations.

Course Objective: To enhance creativity and design skills in developing web sites and multimedia projects. Students will learn the technical aspects required by professional design studios.

Performance Objective: Students will exhibit how well they have mastered current industry standard technology in web and media design. Students will be evaluated on their design ability and creative works.

Fourth Semester

BUSINESS OF GRAPHIC DESIGN AND ADVERTISING 201: This course is a look at the business side of the visual communication world. Topics will include: résumés and job interviews, personal presentation, tips on searching for a job, and understanding what an employer is looking for. Additional subjects will include understanding the difference between an advertising agency and an art studio, ethical guidelines, compensation, and how an art business operates. Common problems and solutions will be addressed as well as budgeting and scheduling.

Course Objective: This course gives the student a perspective of what an owner/operator experiences in everyday business.

Performance Objective: At the completion of this course, students will be able to present themselves with confidence and have an understanding of the world of graphic design.

DESIGN AND ILLUSTRATION 202: This last design course of the two-year degree program will be developing and fine tuning the students' creative and technical skills for portfolio preparation. Precision, accuracy, and speed will be of great importance in preparing for deadlines and "real life" situations. Students will be challenged to work in an efficient manner and to avoid costly mistakes and project delays by learning to estimate project budgets and set up timelines while still producing appropriate and creative designs.

Course Objective: Students will be able to design, illustrate, plan, and produce a complex project from creative concepts to the final production of digital files.

Performance Objective: Upon completion of this course, students will be able to produce an advanced project such as an annual report from the initial creative planning stages to final digital files.

MARKETING AND ADVERTISING 202: This course will show students how to create marketing and advertising solutions through advertising campaigns. A common creative theme will be carried throughout multiple advertising pieces. Client relations will also be explored and emphasized. Businesses will be chosen for students to research the target audience, culture, type of business, and company marketing goals. Research will be required to create an advertising approach that will include ads, brochures, and other promotional materials. Creative thinking, brainstorming, critiquing, ad fulfillment, success and failure, and "where do we go from here?" will also be investigated. Study of advertising annuals will be used to demonstrate how large companies use successful advertising to market their products and services.

Course Objective: This course will cover a company's marketing strategy through multiple aspects of advertising in various media forms which may include identity systems ads, billboards, TV, etc.



Performance Objective: At the completion of this course, students will be able to identify a company's advertising needs based on marketing research so as to identify appropriate advertising media and creative approaches.

PORTFOLIO DEVELOPMENT 201: By fine-tuning projects created in previous courses and creating additional pieces to round out their body of work, students will prepare a professional portfolio suitable for presenting to employers. A creative and comprehensive résumé will also be completed, and both will be evaluated by professionals. Projects will be evaluated, critiqued and reworked for inclusion in final portfolios. A digital version of the students' portfolios will also be created in the form of websites.

Course Objective: This course will finalize and perfect artwork which will be included in the students' final portfolios. Each piece will be presented in the most professional manner applicable to that piece.

Performance Objective: At the completion of this course, students will have professional-looking portfolios to present to potential employers. The portfolios will include diverse media and techniques and will reflect the students' creative personalities, computer skills and general strengths. Students will also have functional self-promotional websites which showcase the students' best work, and their skill sets.

WEB DESIGN 202: This course continues training in web design and production. Students will expand their knowledge of contemporary web development techniques by completing exercises and building responsive websites, including the continued use of HTML and CSS coding languages.

Course Objective: Students will expand their knowledge of website design and creation. They will also utilize and expand on many of the computer software programs and coding techniques introduced previously.

Performance Objective: Students will be tested on their technical ability and their design quality in their various web projects. At the completion of this course, students will be competent in web design.

Fifth Semester

ADVERTISING 401: In this course, students will develop a complete advertising campaign that involves a variety of media outlets such as print, TV, radio and the web. It will give students an opportunity to work in various mediums with the same design concept. They will be taught to understand which mediums are appropriate to reach different audiences. Guest speakers from the advertising agency business will be brought in. Students will also learn how an advertising agency operates, including Public Relations, focus groups, ad placement, and ad creation.

Course Objective: Students will be exposed to the real world of the advertising agency business and will develop a strong sense of continuity in their messages and themes, regardless of the medium used to reach their target audience.

Performance Objective: Students will gain knowledge of and exposure to advertising agencies through job shadowing at area businesses. They will develop a complete, creative advertising campaign to be displayed in their portfolios.

BUSINESS COMMUNICATION 301: This course presents a broad spectrum of communication challenges students will encounter in real workplace situations. This course emphasizes writing skills techniques, patterns of business messages and

oral forms of business communication. In addition, students learn cross-cultural communication approaches and business-research methods.

Course Objective: Basic Business Communication teaches students that excellent written and oral communication skills are essential for job success. Students learn to communicate in clear, concise ways appropriate for varying business messages and audiences. Coursework is designed to mirror modern real-world business communication practices.

Performance Objective: Students will be proficient in effective, clearly organized and grammatically accurate forms of business writing, including letters, résumé writing, memos, emails and instant messages. They will be adept in oral

communication contexts, including both formal and informal meetings, presentations and persuasion situations. They will be skilled in proper use of the telephone and in listening techniques. Students will be able to competently conduct business research through the use of databases and the Internet.

CONSUMER BEHAVIOR 301: This course informs the student of how the interaction of feeling, knowledge, behavior, and environmental events influence people and organizations in the conduct of their business transactions.

Course Objective: Students will research and discuss consumer behavior, cultural values, demographics, promotion, ethics of behavior and social class and how these relate to marketing strategies.

Performance Objective: Students will understand terms, topics and theories discussed in class as well as complete a written research assignment using APA style.

DESIGN AND LAYOUT 401: Students in this advanced course will create a variety of design and layout projects such as package design, ads, stationery,



posters, publication design, and corporate identity. Specifications and requirements of the different forms of printed material will be studied. Award-winning design will be emphasized from great ideas to great execution.

Course Objective: Students will pursue in-depth study of software programs for desktop publishing and vector and bitmap graphics. They will be able to produce a variety of print pieces with a sensitivity to typography. They will also be involved with art direction, digital photography, and final art for digital output.

Performance Objective: Students will understand various programs, their differences and advantages in the production of print material.

MANAGEMENT ACROSS CULTURES 401: This course provides students with a sense of the diversity of cultures and business practices throughout the world. The course enables students to focus on dynamic management issues in both foreign and diverse domestic environments.

Course Objective: Students will research and discuss topic areas such as international business management, cross-culture communication, negotiation and decision-making skills, ethics and social responsibility, strategy formulation and implementation, global organizational skills, and staffing and training for global operations.

Performance Objective: Students will understand terms, topics and theories discussed in class as well as complete a written research assignment using APA style.

Sixth Semester

CAMPAIGN MANAGEMENT 401: Students will be taught effective ways to direct and purchase art, photography, illustration, printing, and pre-press color work. Students in this course will work as teams with specifically defined responsibilities. Coordination skills for positions such as a “Traffic Manager” will be taught by bringing in guest speakers with professional experience. They will learn to keep projects on schedule and on budget when working on simple or complex production processes. Students will design projects and will use these projects to learn how to become an art director and how to coordinate these projects from concept through production.

Course Objective: Students will experience the varied steps involved in the production process. They will learn how to create the steps of the required timeline and how to schedule those steps, as well as manage the people who will be producing those steps.

Performance Objective: Students will be evaluated on coordinating and managing the steps of different complex projects. Developing schedules, setting timelines, and overall project management and coordination skills will be tested. Students will learn and understand the time and effort required for each of these processes.

ECOLOGY 301: This course is an introduction to environmental science that includes energy principles, relationships of organisms in ecosystems, and human impacts.

Course Objective: Students will be exposed to environmental issues and factors such as food chains, food webs, nutrient cycles, niches, habitats, ecosystems, biomes, various communities, population growth, energy and pollution.

Performance Objective: Students will comprehend terms, topics and theories discussed in class.

SURVEY OF MATHEMATICS 101: This course is intended specifically for students who are not majoring in math. It will investigate mathematics with problem solving as the focus, showing how mathematics is used in daily life and why it is important. This course encourages students to draw on personal experience to strengthen the comprehension of new material.

Course Objective: Students will enhance their knowledge of mathematics by demonstrating the ability to explain and interpret concepts.

Performance Objective: Students will improve their background in mathematical concepts and skills utilizing real-life scenarios to solve math problems.

WEB DESIGN 401: Students will work on extensive web projects, with an emphasis on design. They will increase their knowledge and experience in web development and coding, including elements such as video, photography, animation, and motion graphics. Projects will utilize software programs that students will learn and become familiar with in order to produce their creations.

Course Objective: Students will be trained on web design programs and advanced coding procedures.

Performance Objective: Students will be tested on their technical ability and design quality in their various web projects.

PORTFOLIO DEVELOPMENT 401: This course concentrates on finalizing and presenting finished design work to perspective employers. Students will continue to update and fine-tune their portfolios and résumé packages. Past and current projects will be evaluated, critiqued and re-worked for inclusion in final portfolios. Individual and group critiques help students develop attention to detail and finishing techniques. Meet the Pros and Portfolio Review Night provide professional critiques, giving students the opportunity to adjust and perfect portfolios before embarking on job interviews.

Course Objective: Students will finalize their portfolio and résumé packages, including both content and presentation of this material.

Performance Objective: Students will own and competently present a final, professional portfolio and résumé package which will include diverse techniques, subject matter, topics, target markets, and experience.

STAFF AND FACULTY

The Creative Center strives to find the best match of personnel in order to give our students the best education possible. Our staff has decades of experience in both the graphic design industry and higher education. Our faculty come from every facet of the industry, bringing real-time experience into the classroom.

In addition to the talented full-time staff available, students are exposed to working professionals in the field who instruct, assist students with projects, and share their knowledge. As working professionals, adjunct instructors are used as lead teachers for certain courses so they can share real world experiences.

The Creative Center uses over 50 guest professionals each school year, working as adjunct instructors, on-staff professionals or guest speakers.

STAFF



Ray Dotzler – *President* - Mr. Dotzler is the President and Chief Operating Officer of the Creative Center. He is also owner of Dotzler Creative Arts, an award-winning design studio. Mr. Dotzler has taught at Creighton University, College of Saint Mary, and the Fashion and Art Institute of Dallas at Omaha.



Kim Guyer – *Executive Director* - Ms. Guyer has over 20 years of experience in design, copywriting, project management, instruction, accreditation procedures, and college administration. She holds a Bachelor of Fine Arts in graphic design from the University of Nebraska at Kearney.



Sandy LaRocca – *Director of Financial Aid* - Ms. LaRocca has been involved in the educational field for over 25 years. Her expertise includes financial aid, student placement and career services, marketing and recruiting, as well as general administration and instruction.



Sharon Dermann – *Financial Aid Assistant* - Ms. Dermann has earned a Bachelor of Science in medical technology as well as an associate's degree in paralegal studies. She has over 20 years of experience in corporate regulatory compliance.



Toni Reese – *Library Resources/ Instructor* - Ms. Reese holds a Bachelor of Science degree in elementary education, and a Master of Science degree in library science. She has over 15 years of experience in public and specialized libraries.



Felicity Duvall – *Bookkeeper* - Ms. Duvall earned an associate's degree in para-accounting and is currently working on her bachelor's degree in business administration. She is the owner of Clockwise Bookkeeping Solutions, located in Bellevue.



Kathleen Broderick – *Director of Admissions* - Ms. Broderick has over 20 years of experience in sales and marketing, including both retail and business-to-business environments. She holds an Associate of Applied Science degree in marketing.



Brian Cowles – *Admissions* - Mr. Cowles has over 29 years of experience in design, management, administration, and sales, including direct mail, printing, and agency environments. He holds an associate degree in advertising design from the Art Institute of Colorado.

FACULTY



Bryce Journey – *Director of Education/Instructor*, Mr. Journey holds master's degrees in English and education and a bachelor's in creative writing. He is a published writer and has 16 years of experience in administration, design, and copywriting, including over nine years in education, teaching at both the high school and college levels.



Tim Grutsch – *Instructor* - Mr. Grutsch has over 30 years of experience as a creative designer, illustrator, and computer graphics expert. Mr. Grutsch, an award-winning designer, holds an Associate of Applied Sciences from the Fashion and Art Institute of Dallas at Omaha.



Alissa Apel – *Instructor* - Mrs. Apel has over 15 years professional experience in both the commercial art and illustration fields. She holds bachelor's degrees in illustration and design, and an additional Master of Fine Arts degree in illustration.



Jan Dotzler – *VP/Instructor* - Mrs. Dotzler is a published, award-winning illustrator with over 40 years of experience in the graphic design and advertising fields. She has illustrated children's books in addition to creating editorial and whimsical illustrations throughout her career.



James Cattlett – *Adjunct Instructor* - Mr. Cattlett is the owner of Cattlett Photography and holds BA degrees in fine art, graphic art, and education as well as a Master of Science in curriculum and instruction. He has received numerous awards in art, and is regularly featured in art magazines.



Tamara Dickson – *Adjunct Instructor* - Dr. Dickson holds a PhD in metaphysical science, as well as an MBA and bachelor's in accounting. She has over 25 years of experience in management, coaching, and college instruction. Dr. Dickson is currently a personal and business wellness provider, and owns Taraji, LLC, in Omaha.



Jeff Koerten – *Adjunct Instructor* - Mr. Koerten holds a bachelor's in education and a master's in secondary education, with an emphasis in physical science. After 30 years of teaching for Millard Public Schools, he currently works as a groundskeeper for Papio-Missouri NRD.



Michael Matulka – *Adjunct Instructor* - A graduate of the Creative Center, Mr. Matulka holds an Associate of Occupational Studies degree in design, illustration and computer graphics. With over 10 years of experience, he is the owner of Basik Studios, based in Omaha.



Cliff Owen – *Adjunct Instructor/ Admissions* - Mr. Owen has a BS and MS degree in education and has over 25 years of experience in education including administration and teaching. In addition, Mr. Owen has over five years of sales experience.



Robert Ruiz – *Adjunct Instructor* - Mr. Ruiz holds a bachelor's degree in public relations and advertising, and has over 15 years of experience in both graphic and web design as well as web development. Mr. Ruiz is the owner of Bizzle Designs; he also speaks and organizes for WP

Omaha and WordCamp Omaha.



PROGRAM ADVISORY COMMITTEE

Greg Ahrens – *Executive Vice President/Co-Creative Director* –
Smith Kroeger – www.smithkroeger.com

Andria Cogley – *Graphic Designer and Illustrator* – A. Cogley Design –
www.acogleydesign.net

Mike Compton – *Executive Vice President* – Renze Display – www.renze.com

Pat Ervin – *President* – Fountain Creek DeziGNWorks

Ginger Falldorf – *Graphic Designer* – Arbor Day Foundation – www.arborday.org

Dan Greve – *Sr. Design Manager, Creative Studio* – TD Ameritrade –
www.tdameritrade.com

Suzie Hartman – *Owner* – Flourish Design

Mike Henderson – *Senior Art Director* – Turnpost Design Group –
www.turnpost.com

Isaac Hinds – *Marketing Director* – PepsiCo – www.pepsico.com

Barbara McCuen – *Artist; retired Education Research Consultant and
Marketing Professor*

Bryan Morhardt – *General Manager* – Standard Printing Company –
www.standardprintingco.com

Nate Perry – *Creative Director* – bluespace creative –
www.bluespacecreative.com

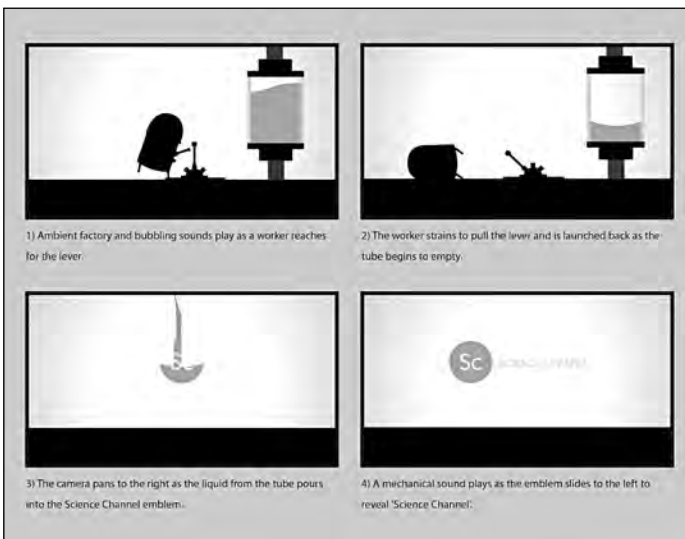
Paula Steenson – *Owner* – Paula Presents! – paula@paulapresents.com

Gary Withrow – *Graphic Designer* – HDR – www.hdrinc.com

Governing Board

Ray Dotzler, *President and Treasurer*

Jan Dotzler, *Vice President and Secretary*



OMAHA ATTRACTIONS

The Creative Center is located in a city with many notable attractions. It is located in northwest Omaha off I-680 in a growing business center. Shopping, apartment complexes, and bus routes are all within walking distance. Numerous part-time job opportunities are also available in the immediate area.

Omaha has a variety of visual and performing arts ranging from Ballet Omaha, the Joslyn Art Museum, and the Omaha Community Playhouse to the Omaha Symphony, Opera Omaha, and the Orpheum Theater. The CenturyLink Center Omaha offers conventions for all ages and tastes as well as featuring concerts and sporting events in its arena.

The NCAA College World Series (CWS) has taken place in Omaha for over 50 years and continues to be a major event each June. It takes place at TD Ameritrade Park Omaha, located downtown across from the CenturyLink Center Omaha. The city and surrounding metro area also feature sporting events such as the Omaha Storm Chasers, a minor league baseball team; the Lancers, a semi-professional hockey team; and the Omaha Beef, a professional indoor football team.

There's a reason Omaha's Henry Doorly Zoo & Aquarium was ranked the number one Zoo in the World by TripAdvisor (2014). Attractions include: The Desert Dome – the world's largest indoor desert; the Lied Jungle – America's largest indoor rainforest; Kingdoms of the Night – the world's largest nocturnal exhibit; and Suzanne & Walter Scott Aquarium – the largest aquarium in a zoo.

Omaha boasts a multitude of multicultural restaurants as well as malls and culturally diverse shopping districts including the downtown Old Market, Oakview, Westroads, Crossroads, Village Pointe, and Midtown Crossing shopping malls.

Just west of Omaha, visitors often frequent Mahoney State Park, which houses a variety of camping and hiking options, as well as an indoor activity center, golf, tennis, swimming, horseback riding, fishing, and the impressive Strategic Air and Space Museum.





No computer labs at the Creative Center; all students receive their own laptop and software.



CREATIVECENTER
COLLEGE OF ART & DESIGN

10850 Emmet Street, Omaha, NE 68164

402.898.1000 or 888.898.1789

www.creativecenter.edu

Attend two years: earn an Associate of Occupational Studies degree.

Add one more year: earn a Bachelor of Fine Arts degree.