



Columbia College Hollywood
ADDENDUM TO 2016–2017 CATALOG

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The information contained in the current catalog is certified true and correct in content and policy at the time of publication. This addendum becomes an integral part of the catalog as of its effective date.

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CATALOG ADDENDUM

This Catalog Addendum represents revisions, corrections, and updates made since the publication of the current 2016-2017 Columbia College Hollywood catalog.

This Catalog Addendum should be used along with the current 2016-2017 Columbia College Hollywood Catalog and all previous Addenda.

While every effort has been made to ensure the accuracy of the information provided in both the Catalog and this Catalog Addendum, Columbia College Hollywood reserves the right to make changes as necessary and to change, without notice, any of the information, requirements, and regulations as required for compliance with accreditation standards and federal, state, and local laws and regulations.

ACADEMIC INFORMATION

ATTENDANCE POLICY

Regular class attendance is mandatory and integral to success at Columbia College Hollywood. Students are expected to be present at the start of class and remain through the entire class period. If a student is absent for a class, they are responsible to make up missed class work and assignments.

Absence Policy

- A student is allowed two (2) absences per course before and up to the 9th week of the term.
- A student who is absent from a course for the 3rd time before and up to the 9th week of the term will be withdrawn from the course and will receive a grade of Withdrawn (W).
- A student who is absent from a course for the 3rd time after the 9th week of the term will receive a grade of Fail (F).
- A student who is absent from all registered courses for the first week of class will be withdrawn from all registered courses for the term. If applicable, the student's cost of tuition will be adjusted.

Absences due to illness, hospitalization, bereavement, military service, observance of a religious holiday, or court dates are included in the three (3) absence policy.

The following component of the attendance policy has been deleted and is no longer in effect:

- A student who is absent for more than 14 consecutive calendar days will be automatically withdrawn from the college.

Attendance Policy Appeals

A student who is withdrawn from or fails a course after the 3rd absence may submit a written appeal to the Vice President of Student Affairs by standard mail, email, or in person. The written appeal must include supporting documentation and must be received by the Vice President of Student Affairs within five (5) calendar days following the date of the 3rd absence. No appeals will be granted after a 4th absence.

BOARD OF TRUSTEES

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Richard Crowe
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Vice President, Institutional Effectiveness
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Vice President, Student Affairs

ACADEMIC AFFAIRS

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Dean

Katherine Steinbach
Academic Coordinator

Jeanne Gentillon
Registrar

David Crawford
Academic Advisor

FACULTY & CURRICULUM

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Full-time Faculty
Curriculum Coordinator

David Martin
Full-time Faculty
Curriculum Coordinator

David Lewis
Full-time Faculty
Curriculum Coordinator

LIBRARY & LEARNING RESOURCES

Cherice Hall
Director of Learning Resources

ADMISSIONS

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Vice President, Admissions

Carmen Muñoz
Director, Admissions

Mario J. Novoa
Director, High School Programs

Valerie Diaz
Admissions Counselor

Myesha Reynolds
Admissions Counselor

Ozzie Rodriguez
Admissions Counselor

Greg Rosette
Admissions Counselor

Sarah Scott
Admissions Counselor

Christina Lorin
Admissions Specialist

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Enrollment Processor

Leah Suansing
Enrollment Liaison

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Recruiter

Allie Long
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Lisette Sanchez
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HOUSING

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Housing Coordinator

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INSTITUTIONAL EFFECTIVENESS

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Vice President, Institutional Effectiveness
Accreditation Liaison Officer

OPERATIONS

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Assistant Manager, Equipment Manager

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Facilities Associate

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Director, IT & Production Services

Stephen DeLello
Manager, IT & Production Services

Kent Huffnagle
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Mike Sylvia
IT Support

Adam Strickland
IT Support

SECURITY

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Security Officer

STUDENT AFFAIRS

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Vice President, Student Affairs

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Carin Misterly
Career Development and Alumni Relations Coordinator

Eneka Cummings
Editor

STUDENT SERVICES

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Student Services Coordinator

Laura Kaufman
Counselor