



Columbia College Hollywood
ADDENDUM TO 2016–2017 CATALOG

Addendum to Catalog Version 2016.10.03 • Effective November 21, 2017

18618 Oxnard Street, Los Angeles, California 91356 | 818.345.8414 | www.columbiacollege.edu

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.

TABLE OF CONTENTS

CATALOG ADDENDUM	4
ACADEMIC INFORMATION.....	4
ATTENDANCE POLICY	4
BOARD OF TRUSTEES.....	5
ADMINISTRATION & STAFF	6
EXECUTIVE COMMITTEE.....	6
ACADEMIC AFFAIRS.....	6
Faculty & Curriculum.....	6
Library & Learning Resources.....	6
ADMISSIONS	6
Enrollment Services	6
Recruitment & Outreach.....	6
FINANCE	7
Financial Aid.....	7
Housing	7
HUMAN RESOURCES.....	7
INSTITUTIONAL EFFECTIVENESS	7
OPERATIONS	7
Equipment Center	7
Facilities	7
IT & Production Services.....	7
Security	7
STUDENT AFFAIRS.....	7
Career Services	7
Student Services	7

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- A student who is absent from a course for the 3rd time before and up to the 9th week of the term will be withdrawn from the course and will receive a grade of Withdrawn (W).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

Dr. William G. Durden, Ph.D.

Chairman

President Emeritus and Professor of Liberal Arts, Dickinson College

Joint Professor (Research), The Johns Hopkins University School of Education

Bill Smith, M.Ed.

President & CEO, Columbia College Hollywood

Consultant and Board of Directors Member, Icon Collective

Kim Alpert

Founder & Director of Creative Strategy, Make Amazing

Nick Cohen, M.F.A.

Principal, TrackTips

Tim Loomer, M.B.A.

Founder and Managing Partner, Gulfstream Strategies

Anita D. McDonald, Ph.D.

Chancellor Emerita, Penn State DuBois

Thomas McNamara, M.B.S.

CEO, Copley Systems

Satish Menon, Ph.D.

Chief Technology Officer and Senior Vice President, Shutterfly, Inc.

Bryan Polivka, B.A.

Chief Executive and Principal Consultant, PolivkaVox LLC

Senior Director, Shorelight Education

J. David Shanks, M.F.A.

Screenwriter, Producer, Director

Trustees Emeriti

Theodore O'Karma, M.B.A.

Secretary & Treasurer

Former Executive, NBC Universal Television

Patrick W. Zilliacus, B.S.

Principal, LZA, Inc.

ADMINISTRATION & STAFF

EXECUTIVE COMMITTEE

Bill Smith
President & CEO

Dave Collins
Dean

Jessica Wiltgen
Vice President, Admissions

Richard Crowe
Chief Financial Officer

Maria Zamora
Manager, Human Resources

Lex Sanderson
Vice President, Institutional Effectiveness
Accreditation Liaison Officer

Patrick Olmstead
Vice President, Operations

Kelly Parker
Vice President, Student Affairs

ACADEMIC AFFAIRS

Dave Collins
Dean

Katherine Steinbach
Academic Coordinator

Jeanne Gentillon
Registrar

David Crawford
Academic Advisor

FACULTY & CURRICULUM

René Bruckner, Ph.D.
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

Jessica Wiltgen
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

ENROLLMENT SERVICES

Adaleen Cisneros
Enrollment Processor

Leah Suansing
Enrollment Liaison

RECRUITMENT & OUTREACH

Lissa Sherman
Director of Recruitment

Josh Campbell
Recruiter

Allie Long
Recruitment Coordinator

FINANCE

Richard Crowe
Chief Financial Officer

Kathie Sotiropoulos
Associate Manager, Student Accounts

Ashley Mendoza
Accounting Coordinator

FINANCIAL AID

Maricela Guzman
Associate Manager, Financial Aid

Lisette Sanchez
Financial Aid Coordinator

HOUSING

Julie Stalnaker
Housing Coordinator

HUMAN RESOURCES

Maria Zamora
Manager, Human Resources

INSTITUTIONAL EFFECTIVENESS

Lex Sanderson
Vice President, Institutional Effectiveness
Accreditation Liaison Officer

OPERATIONS

Patrick Olmstead
Vice President, Operations

Lily Hambartsumyan
Receptionist

JoHannah "Jo" Winebrenner
Designer and Digital Content Creator

EQUIPMENT CENTER

Chris Whetstone
Manager, Equipment Center

Martin Kalfs
Assistant Manager, Equipment Manager

Darius Frye
Equipment Center Associate

FACILITIES

Richard Szeptycki
Facilities Coordinator

Clara Hernandez
Facilities Associate

Johnny Mendoza
Facilities Associate

Miguel Ramirez
Facilities Associate

IT & PRODUCTION SERVICES

Ronald Reeves
Director, IT & Production Services

Stephen DeLello
Manager, IT & Production Services

Kent Huffnagle
IT Support

Mike Sylvia
IT Support

Adam Strickland
IT Support

SECURITY

Vincente Garcia
Security Officer

STUDENT AFFAIRS

Kelly Parker
Vice President, Student Affairs

CAREER SERVICES

Chrissy Shannon
Director, Career Development and Alumni Relations

Carin Mysterly
Career Development and Alumni Relations Coordinator

Eneka Cummings
Editor

STUDENT SERVICES

LaVona Thomas
Director, Student Services

Trawana "TJ" Logan
Student Services Coordinator

Laura Kaufman
Counselor