

CCAT
Center of Cinematography
Arts and Television

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(License ID #3457)
Florida Department of Education.

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History of the Institution

The Center of Cinematography, Arts and Television (CCAT) was founded in December 1993, when Mr. Jorge Garcia and Mr. Jorge Fusaro, committed to the education and development of sciences, arts and television, acquired the Ofelia D ' Acosta Academy of Art, founded in 1979. In the same month the name was changed to College of Sciences, Arts and Television, and it was moved to its new facilities located in Lot 15 Escorial Street in the Industrial Urbanization Mario Juliá de Caparra Heights in Guaynabo, Puerto Rico.

During the past years, CCAT has maintained a constant growth rate, in response to the market's necessities and to the members of the community it serves. In May of 2002, CCAT moved its operations to Bayamón, in order to continue its growth plans and expansion of academic offerings. We opened a new branch/campus in Miami, FL.

Philosophy

CCAT meets the need of a school specializing in training for those professions where the individual requires the mastery of science, art and television, sitting on a solid social and humanistic base. Under this philosophy, the institution provides students with the opportunity to be exposed to educational experiences that stimulate their development and creativity. This development provides the tools to effectively address the technical challenges, educational, social, economic and cultural factors that characterize the modern era, so that students can function in the society in which they live.

Mission

The Center of Cinematography, Arts and Television (CCAT) is organized to meet the need to provide quality educational alternatives for training in the area of communications. With its humanistic base and having as a philosophy the principle that everyone deserves the opportunity to be educated in the area of their choice, CCAT provides the opportunity for youth and adults to study in a professional environment where the focus of educational management is the development of students. This development pursued by CCAT will provide its graduates with the knowledge, skills and attitudes that will enable them to successfully face the challenges of a constantly changing profession.

Objectives

- To develop students that can meet the demand for skillful and professional personnel.
- To offer academic programs that are formulated in order to satisfy the students' necessities and to prepare them to collaborate with other professionals in the practice of delivering service.
- To encourage students to reach their employment goals.
- To develop programs that fulfill present and future market expectations.

Facilities

CCAT has a 8,100 square foot building, located at 1637 NW 27th Ave. Miami, FL within a few miles of Miami International Airport and 836 expressway. Various offices and educational areas of the institution are located in floors 1-2:

Floor 1

- Sound Classroom
- Sound Lab
- Classroom 2
- Library
- Administrative Offices

Floor 2

- Classroom 1
- Classroom 3
- Classroom 4
- TV Studio Lab
- Computer Lab
- Cinema Studio Lab

Theoretical courses have a maximum capacity of 40 students. Practical classes and laboratories have a maximum capacity of 20 students.

Licensing and Accreditation

CCAT is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Toll free 888-224-6684. It is accredited by the recognized national agency Accrediting Commission of Career Schools and Colleges (ACCSC).

Requirements and Admission Process

Any student interested in studying in CCAT must meet the following requirements:

- Complete Application Form and pay corresponding fee.
- Evidence of High School Diploma or GED.
- Birth Certificate or Passport.
- Authorization of parent or guardian if the applicant is under 18 years.
- Admission interview.
- Receive the Institutional Catalog.
- Read and sign the Enrollment Agreement.

The Center of Cinematography, Arts and Television does not discriminate against any person on account of race, gender, religion, age, ethnicity, disability, sexual orientation or marital status.

Re-Admission

Any student who has interrupted his studies at CCAT for one (1) semester must apply for re-admission, and must pay the corresponding fee.

Requirements for Financial Aid

The Financial Aid Office helps students make the necessary arrangements to receive financial aid for those who qualify. To be eligible for financial aid, students must meet the following requirements:

- To be enrolled in an eligible program at CCAT.
- Demonstrate financial need.
- U.S. citizen or eligible non citizen
- Maintain satisfactory academic progress
- Not be in default on a federal loan and not owe a refund on

Requirements for Financial Aid (Cont'd)

- a federal grant.
- To be registered with the Selective Service if male born after January 1, 1960.
- Provide Financial Aid Office with all required documents.

CCAT participates in the following programs:

- Federal Pell Grant
- Vocational Rehabilitation
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Class Attendance

Center of Cinematography, Arts and Television Attendance Policy states that if a student misses two (2) consecutive academic related activities or evidence academic/personal problems, Faculty will refer the student to the Students Services Office for immediate intervention and assistance.

When faculty refers a student to the Student Services Office, they need to fill out the Request for Student Services Form. In this form, Faculty informs and describes the reason(s) for the referral. During this intervention, the Students Services Officer provides assistance and orientation to help and/or resolve the reason of the referral; be it of academic or personal nature. Also, the Student Services Officer duly advises students on the consequences of not complying with the established agreements to help and/or resolve the situation at hand. These agreements are made and signed by the faculty member, the Student Services Officer, and the student. Each party will have a copy of the form.

Course Numbering System

Each course is assigned a three or four letter course prefix that identifies the program the class is associated with and a three or four digit course suffix that identifies the level, course number, and course version of each respective program.

Progress Report

For its progress report and official transcripts the Institution uses a grading system based on letters.

The professors keep records of each students' grades and progress. At the end of the term these grades are totaled on an academic registry; progress reports are also handed out to the students.

The equivalences used to measure the students academic progress are the following:

| Grades | Percentage | Points | Evaluation |
|---------------|-------------------|---------------|------------------------------|
| A | 100%-90% | 4.00-3.50 | Excellent |
| B | 89%-80% | 3.49-2.50 | Good |
| C | 79%-70% | 2.49-1.60 | Satisfactory |
| D | 69%-60% | 1.59-.80 | Deficient |
| F | 59%-0% | 0.79-0.00 | Fail |
| I | N/A | N/A | Incomplete |
| W | N/A | N/A | Official Withdrawal |
| WF | N/A | N/A | Administrative Withdrawal |

A student must obtain a grade of C or better in order to pass the course. The course in which the student obtains a D or F will not be considered a passing grade and the student will have to repeat the class in order to meet their graduation requirements

Associate Degree

Associate Degree in Science in Television Production

Duration: 67 credits (1,620 hours)

Six (6) full time semesters (90 weeks)

This program is designed for students planning to enter the radio and television industry as entry-level assistant producers, producers or technicians in areas similar to television sciences. Upon completion of the curriculum the student will attain an Associate Degree in Science in Television Production. Throughout this program students receive extensive practice in real scenarios and simulations used by the radio and television media.

| Semester | Course | Name | Credits |
|---------------|-----------|---|---------|
| | COM 1001 | Spanish: Written and Oral Communication | 3 |
| 1 | CIN 1000 | Digital Photography | 3 |
| | PRO 1101 | Communications Technology | 3 |
| | CIN 1104 | Introduction to Computers | 3 |
| | CIN 1200 | Film and TV Audiovisual Language | 3 |
| 2 | COM 1101 | English: Written and Oral Communication | 3 |
| | CIN 2200 | Script Writing | 3 |
| | PRO 2600 | Camera and TV Equipment Operation | 3 |
| | PRO 2401 | Marketing Principles | 3 |
| Summer | PRO 1300 | Lighting | 3 |
| | Mat 1100 | Math Concepts | 3 |
| | PRO 2100 | TV Production I | 3 |
| 3 | PRO 2701 | Introduction to Photoshop | 3 |
| | SOC 1000 | Social Sciences | 3 |
| | ESIN 1000 | Interdisciplinary Studies | 3 |
| | PRO 2110 | TV Production II + Lab | 4 |

| | | | |
|---|----------|-------------------------------|---|
| 4 | PRO 2301 | Nonlinear Editing | 3 |
| | HUM 1000 | Humanities | 3 |
| | CIN 1600 | Budgeting & Scheduling | 3 |
| | CIN 2800 | Audio for Film and Television | 3 |
| 5 | PRO 2402 | After Effects Fundamentals | 3 |
| | PRO 2900 | Internship | 3 |

Associate Degree in Science in Cinematography

Duration: 69 credits (1,440 hours)

Six (6) full time semesters (90 weeks)

This program is designed for students planning to enter the Cinematography field as entry-level production assistants, production technicians or production managers. Upon completion of the study program the student will attain an Associate Degree in Science in Cinematography.

| Semester | Course | Name | Credits |
|----------|-----------|---|---------|
| | COM 1001 | Spanish: Written and Oral Communication | 3 |
| 1 | CIN 1000 | Digital Photography | 3 |
| | PRO 1101 | Communications Technology | 3 |
| | CIEN 1104 | Introduction to Computers | 3 |
| | CIN 1200 | Film and TV Audiovisual Language | 3 |
| 2 | COM 1101 | English: Written and Oral Communication | 3 |
| | PRO 2600 | Camera & TV Equipment Operation | 3 |
| | CIN 2200 | Script Writing | 3 |
| | ESIN 1000 | Interdisciplinary Studies | 3 |

| Semester | Course | Name | Credits |
|----------|----------|-------------------------------|---------|
| Summer | PRO 2401 | Marketing Principles | 3 |
| | MAT 1100 | Math Concepts | 3 |
| | CIN 2300 | Film Lighting | 3 |
| 3 | PRO 2701 | Introduction to Photoshop | 3 |
| | PRO 2301 | Nonlinear Editing | 3 |
| | CIN 2350 | Film Production | 3 |
| | SOC 1000 | Social Sciences | 3 |
| 4 | CIN 1100 | Film Photography | 3 |
| | HUM 1000 | Humanities | 3 |
| | CIN 1600 | Budgeting & Scheduling | 3 |
| | DIR 2130 | Directing Actors | 3 |
| Summer | DIR 2600 | Film Direction | 3 |
| | CIN 2600 | Experimental Film Workshop | 3 |
| | CIN 2800 | Audio for Film and Television | 3 |

Diploma

Editing Technician

Duration: 30 credits (945 hours)

Three (3) full time semesters (45 weeks)

The participant in this program will learn the principles of editing and operation of equipment and software programs used in production. Upon completion, the student will be qualified to get an entry-level position in the field of editing or in postproduction as a video editor.

- Please note that this course will require work outside of class.

| Semester | Course | Name | Credits |
|-----------------|---------------|-------------------------------|----------------|
| | COM 200 | Communications Technology | 3 |
| 1 | COM 206 | Introduction to Computers | 3 |
| | PHO 700 | Introduction to Photography | 3 |
| | CAM 501 | Camera I | 3 |
| | ILU 401 | Lighting I | 3 |
| 2 | PHO 701 | Photoshop I | 3 |
| | EDI 601 | Editing I | 3 |
| | EDI 604 | Fundamentals of After Effects | 3 |
| 3 | EDI 602 | Editing II | 3 |
| | EDI 603 | Internship | 3 |

Sound Engineering

Duration: 33 credits (1,035 hours)
 Three (3) full time semesters (45 weeks)

The participant in this program will learn the principles of sound and operation of equipment used in this area within an industry. Upon completion, the student will be qualified to get an entry-level position as a sound engineer or sound engineer assistant.

- Please note that this course will require work outside of class.

| Semester | Course | Name | Credits |
|-----------------|---------------|---------------------------|----------------|
| | COM 200 | Communications Technology | 3 |
| 1 | COM 206 | Introduction to Computers | 3 |
| | SON 909 | Music Fundamentals | 3 |
| | SON 901 | Introduction to Sound | 3 |
| | SON 902 | Sound I | 3 |
| 2 | SON 913 | Live Sound Techniques | 3 |
| | EDI 601 | Editing I | 3 |
| | SON 912 | Music Production | 3 |
| | SON 900 | Recording Techniques | 3 |
| 3 | SON 903 | Sound II | 3 |
| | SON 904 | Internship | 3 |

Television Technician in Camera & Lighting

Duration: 27 credits (855 hours)

Three (3) full time semesters (45 weeks)

The participant in this program will learn camera and lighting principles and its various analog branches. Upon completion of the program of study, the student will be qualified to obtain an entry-level position as a lighting technician, cameraman and/or cameraman assistant.

- Please note that this course will require work outside of class.

| Semester | Course | Name | Credits |
|----------|---------|---------------------------|---------|
| | COM 200 | Communications Technology | 3 |
| 1 | COM 206 | Introduction to Computers | 3 |
| | ILU 401 | Lighting I | 3 |
| | CAM 501 | Camera I | 3 |
| | ILU 402 | Lighting II | 3 |
| 2 | CAM 502 | Camera II | 3 |
| | EDI 601 | Editing I | 3 |
| | | Elective | 3 |
| 3 | ILU 406 | Internship | 3 |

| | | |
|--|--|----------------------|
| <p>*MAT 1100</p> <p>The solution and analysis of verbal problems are analyzed in this course using the concepts and techniques of: arithmetic, algebra, geometry, financial mathematics and statistics. The student participates in a research experience in the community to demonstrate the relevance of this course in the general education component.</p> | <p>Math Concepts</p> | <p>3 crs.</p> |
| <p>CIN 1200</p> <p>Study of the elements that make up the audio visual language applied in the production and interpretation of the television message. Identification, definition and control of the elements that make up the television production process: lighting, sound, movement, framing, camera composition, sets, costumes, makeup and more. The definition, analysis, production design and validation of interactive multimedia applications are included.</p> | <p>Film and TV Audiovisual Language</p> | <p>3 crs.</p> |
| <p>*CIEN 1104</p> <p>This course prepares the participant in the responsible use of the computer. Through the experience of this course, participants develop skills in information management and recent technologies. Exposure to these technologies offers the opportunity to explore their use in different contexts while developing computer technology knowledge.</p> | <p>Introduction to Computers</p> | <p>3 crs.</p> |
| <p>PRO 2110</p> <p>This course integrates all elements inherent in television production. It provides the experience, knowledge and skills of an advanced production workshop. Format applications with edited post-production and animated graphic effects are included.</p> | <p>TV Production II</p> | <p>4 crs.</p> |
| <p>PRO 1300</p> <p>This course will provide fundamental TV lighting knowledge. It will include the study of lighting techniques and the effects they have on the viewer. Field lighting and the use of masks and filters are also included.</p> | <p>Lighting</p> | <p>3 crs.</p> |
| <p>PRO 2100</p> <p>This course gives an introduction to the art and technology of TV productions. The identification and definition of different elements in TV production are included. It emphasizes on teamwork and group production through various types of programs. It also includes budget management, administrative techniques and technical coordination and supervision of the production team's personnel.</p> | <p>TV Production I</p> | <p>3 crs.</p> |

*** General Education Courses**

| | |
|--|----------------------|
| <p>CIN 2200 Script Writing</p> <p>This is a basic course in screenplay writing. It provides an introduction to feature length films, short films and documentary films formats. It will show the creation process and construction of stories. Students will receive the necessary tools to develop a film script, from the initial idea to completion of the story.</p> | <p>3 crs.</p> |
| <p>CIN 1000 Digital Photography</p> <p>This course is designed to facilitate students' opportunities to enter the world of digital photography. Through various demonstrations, exercises and tasks, students will have the opportunity to explore the application of this technology in photographic and film production. The students will develop the knowledge skills to help them deal with cinematography film later in their academic career.</p> | <p>3 crs.</p> |
| <p>CIN 1100 Film Photography</p> <p>This course provides an introduction to photography using film camera. Theoretical and practical training in the handling of the film camera is included. Also includes the study of film formats, types of emulsion film, the camera models and the use of lenses. Knowledge in the use of other photographic equipment, such as tripods, heads, magazines and filters. It analyses mechanical and photographic systems exclusive to film camera and photography in motion. It provides an understanding of the elements of composition, cinematic space and continuity of action.</p> | <p>3 crs.</p> |
| <p>CIN 2350 Film Production</p> <p>This is an introductory course to film production and to the administrative structure of a film company. The participant will have the opportunity to become familiar with the production organization. Emphasis will be given to the process of developing a film production, personnel working in production and the responsibility of everyone in it. It will introduce and develop basic concepts of each production stage (pre-production, production, post-production).</p> | <p>3 crs.</p> |
| <p>DIR 2130 Directing Actors</p> <p>The course develops the fundamentals, techniques and terminology of directing actors in general with emphasis on directing film and television actors. The course provides methods and principles for directing and editing scenes to be recorded. In addition, it will prepare students to submit a project for planning, organizing and directing a film and in turn enabling and providing students with tools for developing their leadership skills.</p> | <p>3 crs.</p> |

Descriptions

Course Descriptions Diploma Courses

| | |
|--|---------------|
| COM 200 Communications Technology | 3 crs. |
| This course gives an introduction to the origin of communications and electronic media development. It's a beginning of the creative process and the audiovisual language. It provides basic knowledge of radio and television production. | |
| ILU 401 Lighting I | 3 crs. |
| This is a theoretical and practical introductory level course. It provides the participant with the basics about lighting in general and the application of this theory to television. It provides technical and aesthetic training in the field of lighting for television. | |
| ILU 402 Lighting II | 3 crs. |
| This is a technical and practical intermediate and advanced level course in techniques and fundamentals of lighting for television. The student learns the necessary knowledge to develop a lighting design. | |
| CAM 501 Camera I | 3 crs. |
| This is a theoretical and practical course about the use and management of the television camera and its components. It teaches the technical composition of the camera and its elements. Recording systems, tape formats, maintenance, care and cleaning of equipment are an important part of this course. | |
| CAM 502 Camera II | 3 crs. |
| This is a theoretical and practical intermediate and advanced level course aimed at providing students with the skills needed to operate the TV camera emphasizing the aesthetic aspects of photography with the TV camera. | |
| EDI 601 Editing I | 3 crs. |
| This is a theoretical and practical course that explores different editing systems and techniques. It gives an introduction to the applications used in digital editing. | |
| EDI 602 Editing II | 3 crs. |
| This is an intermediate and advanced level course in the post-production digital phase. It covers advanced editing and special effects. | |

***COM 206 Introduction to Computers** **3 crs.**

This is an introductory course that prepares students to use computers responsibly. It offers the opportunity to explore their use in the context of audiovisual programs covered in the various study programs of Television Science.

PHO 700 Introduction to Photography **3 crs.**

This course teaches the basic principles of black and white photography and its historical roots to the present time. It will introduce the basic use of digital camera, from the theoretical and practical perspectives. It will discuss the basics of photography and framing, composition, perspective, harmony and volume.

PHO 701 Photoshop I **3 crs.**

This course provides an overview of the possibilities that digital photography offers. From the basics of digital imaging, learning the management of the necessary parameters such as resolution, size settings, etc..., Different types of capture with digital camera or film. It is the beginning of the study of Photoshop applied to traditional photo adjustment, being able to modify, amend, delete or replace a part of the scene and artistic creativity.

SON 901 Introduction to Sound **3 crs.**

This is an introductory level course in sound engineering. This course will be presented in the theoretical aspects of sound, recordings and necessary production equipment.

SON 902 Sound I **3 crs.**

This is an intermediate level course that leads students to explore different audio recording formats, digital audio, music composition, sound creation and computer music.

SON 900 Recording Techniques **3 crs.**

This course gives an introduction to voice recording techniques. Students practice a mixture of voice and musical instruments to produce a quality recording. The students apply the contents learned in real recording experiences that provide the opportunity to manage equipment and evaluate the generated products.

*** General Education Courses**

Cost of Associate Degrees, Diplomas and Other Services

| Associate Degrees | Credits | Cost |
|---|---------|--------------|
| Television Production | 67 | \$19,430.00 |
| Cinematography | 69 | \$ 20,010.00 |
| Diplomas | Credits | Cost |
| Sound Engineering | 33 | \$ 9,570.00 |
| Editing Technician | 30 | \$ 8,700.00 |
| Television Technician in Camera and Lighting | 27 | \$ 7,830.00 |
| Other Costs NOT included in the Program | | |
| Admission Fee | | \$50 |
| Re-Admission Fee | | \$25 |
| Credit Transcripts | | \$8 |
| Identification Card | | \$10 |
| Technology Fee 9 crs. or more per semester | | \$150 |
| Technology Fee 8 crs. or less per semester | | \$100 |

Transfer of credits from this institution is at the discretion of the receiving institution. Completing a course or program in a language other than English may reduce employability where English is required. CCAT has the necessary resources to obtain information about description and costs of programs that are equal or similar to those offered by the institution. The sources of information are:

**COMMISSION FOR INDEPENDENT EDUCATION,
FLORIDA DEPARTMENT OF EDUCATION**

325 West Gaines Street, Suite 1414,
Tallahassee, Florida 32399-0400
Tel: (888)-224-6684

ACCSC

2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Tel. (703) 247-4212

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy refers to the standards CCAT has established for the purpose of determining that all students complete their program of study within a maximum time and that the student demonstrates a satisfactory level of progress. Also, to determine the student's eligibility for Financial Assistance programs under Title IV of the Federal Department of Education and other financial aid assistance programs.

To maintain satisfactory academic progress, each student must obtain a minimum GPA according to the credits attempted (see table) and progress in the curriculum to which they aspire. Students must complete their program of study within the maximum time established, which shall not exceed one and a half (1.5) times the normal length of time depending on the number of credits required to complete it. If at any time it is determined that the student does not complete their program of study within the maximum time established, the student will be immediately ineligible for financial aid even if the student has satisfactory academic progress.

Academic progress of each student will be evaluated at the end of each semester or study period. All students must meet the following requirements for satisfactory academic progress:

Qualitative Standard (Minimum Grade Point Average)

All students must maintain a minimum grade point average based on the number of credits attempted. Appropriations transferred from other educational institutions are not taken into consideration in calculating the average.

| NUMBER OF CREDITS ATTEMPTED | MINIMUM GRADE POINT AVERAGE |
|-----------------------------|-----------------------------|
| 1-12 | 1.50 |
| 13-24 | 1.75 |
| 25-103 | 2.00 |

Quantitative Standard (Maximum Time)

In addition to the required minimum grade point average, students must pass 67% of the credits attempted. Withdrawals (W), Administrative Withdrawals (WF), Incompletes and failing classes (D and F) will be considered as attempted credits not approved.

Appropriations transferred from other educational institutions will be considered as credits attempted and approved. Students must complete their program of study within the maximum time (150%), which is determined by the total number of credits required to complete each curriculum.

Academic Warning and Financial Aid

A student who does not meet any of the evaluative standards of the academic progress policy will be considered on academic warning for the next study period. The student will be officially notified and shall comply with the following:

- Accept the academic load assigned by the Registrar's Office.
- Be available for regular academic tutoring.
- Attend follow-up interviews with an academic counselor or an assigned professor.

A student classified as being in academic warning is also on financial aid warning; period in which the student may continue to participate in financial aid programs.

Academic Probation

If the student, after a period of academic warning, does not meet the minimum requirements of the academic progress policy, the student will be considered on academic probation. Any student on academic probation will be officially notified and shall comply with the following:

- Accept the academic load assigned by the Registrar's Office.
- Be available to receive periodic academic tutoring.
- Attend follow-up interviews with an academic counselor or an assigned professor.

A student on academic probation will lose the right to continue to participate in financial aid programs. However, you can continue your studies as a private student.

Academic Suspension

The student who, after his/her probation period does not meet one or more of the minimum requirements established in the academic progress policy will be suspended from the institution for one academic semester. After his/her suspension period, the student may apply for readmission, but will not be eligible for financial aid assistance until the student reaches a satisfactory academic progress level.

Appeal Process

The student may request a review of his/her case if he/she can demonstrate that extenuating circumstances existed that prevented him/her from doing a better job academically. If the examination officer determines to grant a trial semester, the student may enroll in a program less than full time and will pay as a private student since he/she lost financial aid eligibility. If during that semester, the student does not improve his/her academic status will be suspended permanently from CCAT.

Extenuating Circumstances

All extenuating circumstances will be considered by the examination officer designated by the institution. The president of the institution shall appoint an officer to evaluate the evidence submitted by the student. The officer will determine if the evidence is considered an extenuating circumstance and will conclude if the student will be allowed a new opportunity.

- Death of a parent, spouse, or close relative.
- Illness, accident or injury of the student, family member, or important person in student's life.
- Divorce of the student or their parents.
- Natural Disaster
- Other circumstances, at the discretion of the President of the Institution.

Effects of Incomplete, Withdrawals and Repetitions

Students receiving an incomplete grade will have the next academic semester to remove it. Otherwise, the grade will be converted to an F and will be included in the overall grade point average. The student, who wishes to withdraw from a course, must complete a withdrawal form available at the Registrar's Office.

Withdrawals (W) will not be considered complete courses. In determining the grade point average, the following will not be included:

- Official Withdrawal (W)
- In case of repetition of classes, only the best grade will count.

The Administrative Withdrawal (WF) will be considered as an F to evaluate grade point average.

Reestablishment of Financial Aid

A student who has lost eligibility for financial aid may request an appeal if he/she believes that there were extenuating circumstances that prevented him/her from meeting the minimum requirements of the academic progress policy.

The student will complete the Request for Review of Academic Progress form and deliver it to the Financial Aid Office along with relevant documentation regarding their case. In the review of the appeal, financial aid will only consider those documented extenuating circumstances that prevented the

The student classified in probation or suspension that decides to change study program will maintain the same status until he/she is able to attain a satisfactory academic progress. Once the study program change is completed, only the courses related to the new study program will be validated for the purposes of calculating the academic progress. Any change of study program will be subject to the current catalog.

student from fulfilling the requirements of the academic progress policy. The following extenuating circumstances are considered:

- Death of a parent, spouse or close relative.
- Illness, accident or injury of the student, family member, or important person in student's life.
- Divorce of the student or their parents.
- Natural Disaster

*Other circumstances, at the discretion of the Evaluation Committee.

The following will not be considered extenuating circumstances:

- Personal problems that do not require professional intervention
- Claiming not being informed of the academic progress policy
- Problems with transportation
- Poor time management and resources

If the appeal is approved, the student will be placed on Probation with Financial Aid. If the appeal is denied the student will only be eligible to participate in financial aid programs once they demonstrate satisfactory academic progress. The student will be notified of the decision made by the Evaluation Committee. Requests will not be accepted for exceeding the maximum time (150%).

Financial Aid Probation

A student on probation shall be entitled to participate in financial aid programs during a study period. Upon completion of the probationary period the students' academic progress will be re-evaluated to determine whether they meet the minimum standards that will allow them to continue participating in financial aid. By not meeting the minimum criteria, the student will lose the right to participate in financial aid programs and will only be eligible once again if the student meets the standards established in the academic progress policy.

Change of Study Program

Regular students who want to change study program must meet the standards established in the Satisfactory Progress Policy, and his/her records must be complete and updated.

Graduation Requirements

All candidates for graduation must complete their study program within the time period and grade point average established in the Institution's Academic Progress Policy. Also, students must have met all their financial obligations with the Institution.

It's required that all study program courses be approved; courses are considered approved only with a grade of C or higher. The student will receive a Certificate for Certificate Programs and a Diploma for Associate Degree programs after having met all graduation requirements.

Cancellation and Refund Policy

- If the institution refuses to admit the student, all payments will be refunded.
- If within the first three (3) business days after signing the enrollment agreement and before the first day of class the student request to cancel it, all money paid will be refunded.
- If the student decided to cancel their admission before the first day of class, all debts to the institution will be canceled.
- If the institution cancels the study program before school classes start, all money paid will be refunded.

If a student withdrawals from all classes enrolled on or after the first day of classes for purposes of reimbursement, the percentage of attendance throughout the semester in which the withdrawal occurs will have to be determine. The computation is made by dividing the number of calendar days from the first day of classes until the last day the student attended class by the total calendar days of the semester. The percentage is rounded up and the resulting total amount will be the students payment responsibility. In addition, the tuition amount will be adjusted multiplying it by the percentage to be retained. If the percentage obtain is over 60, a refund will not be applicable. The reimbursement to a student, either by cancellation, withdrawal or suspension, shall be made no later than thirty (30) days from the day on which any of this actions occurred. The terms to terminate the contract have to be made in person or by writing. The refund to a student, who received Financial Aid from any Federal or State program, that process a total withdrawal, will be made to the Financial Aid program, as appropriate, based on the regulations governing the Financial Aid program in question.

Student Withdrawal Procedure

The student should notify the institution in writing and fill the Withdrawal Form available in the Registrar's office.

Title IV Funds Reimbursement Policy

Federal law establishes how the institution must determine the amount of funds from Title IV programs to which the student is eligible if he/she files a total withdrawal. The regulation applies to the following Title IV programs: Federal Pell Grant, Academic Competitiveness Grant, SMART National Grant, TEACH Grant, Stafford Loans, PLUS Loans, Federal Supplemental Educational, Opportunity Grant (FSEOG) and Perkins Loans.

When the student processes a total withdrawal during a payment period, the total funds from Title IV programs that correspond up to the time of the withdrawal are determined by a formula that already been established. If the total financial aid received is less than the amount earned, he/she would receive the remaining funds. If however, the total of financial aid received exceeded the corresponding amount, the excess funds must be reimbursed by the institution and/or the student.

The amount of financial aid funds the student has earned will be determined based on a pro rate policy. For example, if the student completed 30% of the payment period, this accounts for 30% of financial aid originally granted. Once the student has completed more than 60% of the pay period, he/she earns 100% of the financial aid originally granted in that period. If the student has not received all funds earned at the time of the withdrawal, he/she may be entitled to a subsequent disbursement after the withdrawal. The institution may use the full amount or part of the subsequent disbursement of grant funds to cover the costs of tuition and fees. The institution needs the approval of the student for any other charges it needs to cover, if the student does not give the authorization, the funds will be offered back to the student. However, it may be in the student's best interests to allow the institution to retain the funds and reduce the debt the student may have with the institution.

If the student received funds from Title IV programs that must be repaid, the institution must refund a portion of the excess funds equal to the lesser of:

1. Student's institutional charges multiplied by the unearned percentage of time of the pay period, or
2. The total amount of excess funds

The institution must reimburse the funds even if they have not retained the Title IV

funds to which the student was eligible. If the institution is not required to repay all of the excess funds, the student must repay the remaining amount. The funds that the student is required to repay are considered an overpayment. The maximum amount of overpayment the student must repay is 50% of the total grant funds received or expected to receive. The student must reach an agreement with the institution or with the Federal Education Department to repay the funds received in excess.

The requirements established under Title IV programs when a student totally withdraws are separated from the Institutional Refund Policy. Therefore, the student who processes a complete withdrawal from the Institution may still have a debt due to institutional charges not covered by federal funds.

The refund will be credited to the Title IV funds in the following order:

1. FFEL / Direct Stafford Unsubsidized Loan
2. FFEL / Direct Stafford Subsidized Loan
3. Perkins Loan
4. FFEL / Direct PLUS (Student) Loan
5. FFEL / Direct PLUS (Parent) Loan
6. Federal Pell Grant
7. Academic Competitiveness Grant
8. National SMART Grant
9. Federal SEOG Grant
10. Other Title IV aid
11. Other aids

The partial withdrawals are not taken into account for reimbursement nor affect the initial cost of the semester.

Post withdrawal Disbursement

When the amount of grant used is greater than the amount disbursed, a post withdrawal disbursement will be applied. If the student has any outstanding debt, it can be covered with the post-withdrawal disbursement up to the total debt amount for tuition and fees. If after crediting the student's account is there any amount of money left over, the institution will have forty-five (45) calendar days from the date the withdrawal is determined to the date funds are disbursed to the student.

Overpayments

If a student receives a payment of funds in excess of the amount of grant used, he/she must reimburse the funds. CCAT will reimburse the Title IV funds and the student will owe the institution that amount. Otherwise, if the student doesn't want to be in debt with the institution, may reach an agreement with the Federal Education Department to repay the funds directly into the next forty-five (45) days from the date the student is notified about the overpayment.

Financial Responsibility

Each student is responsible for making arrangements to meet the costs of studies and other charges when they have expired. The Institution provides payment plans to students who qualify. Payment plans require a down payment and monthly payments for the duration of the program. Upon completion, the student must have satisfied the full payment of the course. The institution reserves the right to make changes in their charges and fees. No change will be effective retroactively.

Credits Transfer

Any student who has completed post-secondary studies at another institution and is interested in transferring to CCAT must meet all the established admission requirements and arrange an official credit transfer from the originating institution. Transfer credits will be considered individually and must be from an institution accredited by a national agency recognized by the United States Department of Education. Only those courses that were approved with C or more will be considered for transfer credits, and they shall not exceed one fourth of the total credits of the CCAT study program. The transferred grades are not considered by CCAT in computing the overall grade point average.

Academic Information

CCAT operates on three periods of two semesters (15 weeks) and one summer (8 weeks). Courses are offered Monday through Thursday, (9:00 am to 1:30 pm) & (6:00 pm to 10:30 pm).

The credit hours are used to measure the student's work in progress. The definition of the institution's credit hours are:

- **Associate Degree:**

One credit hour = 15 hours of classroom instruction, or 30 hours of independent study, and / or laboratory or 45 hours of internship.

- **Diploma:**

One credit hour = 30 hours of classroom instruction, or 30 hours of independent study, and / or laboratory or 45 hours of internship.

- Please note that this program will require work outside of class.

Student Services

CCAT provides students with extracurricular activities and workshops as a complement to their education.

It also has the following services:

Student Affairs Office

Its mission is to contribute to the overall development of students through planning, implementation and systematic evaluation of excellent student services. These integrated services are offered to foster a climate of academic and general well-being to facilitate the teaching-learning process. This way, helping the student to achieve a better adjustment to school life, participate actively in the school system decision-making processes, to achieve optimal personal development, enabling the student to effectively participate in social life.

Placement Office

The Institution offers graduating students and alumni, the services of the placement office. During the semester in which the students do their internship, monthly meetings are held to guide the students and help them with the preparation of required documents to apply for jobs.

The services of the Placement Office are free for the institution's students, but the school does not guarantee employment to its students or its alumni.

Orientation and Counseling Office

CCAT has properly trained personnel to provide orientation and counseling services to students who are interested in discussing academic or personal issues affecting their performance as a student with academic counselors. The orientation and counseling services are offered during day and nights sessions.

Library

CCAT has a properly equipped library with books, journals, newspapers and Internet. The Institution promotes the use of this facility for students to expand their knowledge.

Disabled

The institution has facilities for disabled persons, including an elevator for access to the second floor.

Complaint Process

With the purpose of honoring the rights of students and meet the requirements of various governmental agencies and accrediting agencies, CCAT has established the following complaint process:

- All complaints must be in writing and must be addressed to the Student Services Officer, except if the complaint is against it. In this case, the complaint is to be sent to the Director of the Institution.
- The Student Services Officer will call the parties to a meeting to hear the arguments of the parties concerned, in order to give the final decision.

Complaint Process/Conflict Resolution

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student doesn't feel that the school has handled the complaint properly, then the student may consider contacting the Accrediting Commission.

For the complaint to be considered by the Accrediting Commission, it must be submitted in writing, with the complainant's consent for the Accrediting Commission to send a copy of the complaint to the school for a respond.

The complainant will be informed of the status of the complaint and of the final decision taken by the Accrediting Commission. Please direct your (s) complaint (s) to:

*Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
www.accsc.org
(703) 247-4212*

The Accrediting Commission's complaint form by the is available at the institution and may be obtained by contacting Ms. Claudia Garcia, Branch Director or online at www.accsc.org .

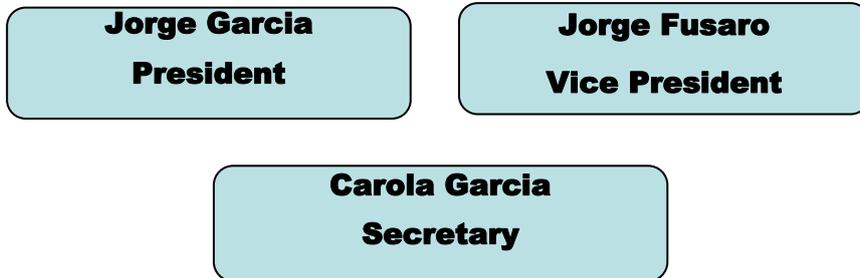
Other Dispositions

The Institution's President can suspend any student before completing the study program for disciplinary reasons, drug and/or controlled substance abuse, crime, security, breach of duties or obligations, insubordination, immorality, unsatisfactory progress, attendance, tardiness or any other act that may harm or endanger the safety or reputation of the school and that of its students. The Institution will only be responsible for administering first aid in case of illness or accident in its grounds.

Statement of Legal Control

The Center of Cinematography Arts & Television is a fictitious name registered to the Corporation *Colegio de Cinematografía Artes y Televisión, Inc.*, a Corporation in Puerto Rico founded in 1993. The Corporate shareholders are Mr. Jorge Garcia and Mr. Jorge Fusaro.

Board of Directors



Administration



Faculty

Mr. Mike Rivera – BA in Music History from UCLA in Los Angeles, California, He has extensive experience as a producer.

Mrs. Ika Santamaria- BA in International Business and BA in Film and Television from New York University. Has over 15 years of experience in the Film and Television Industry.

Mr. Arturo Sande – BA in Communications from Sacred Heart University of Puerto Rico and a Film Certificate from the New York Film Academy. Served as Producer for “Despierta America” , “The Betty La Fea Tour” and as Associate Producer for “Que suerte” Univision, PR. Masters in Fine Arts in Creative Writing from Los Angeles in 2012.

Mr. Jose A Santana – MS, Science-Nova University, FL. Has over 20 years experience in the cinema industry working as screenwriter, Assistant Director and Director.

Mr. Adalberto Delgado – BA in Arts, specialized in cinematography and still photography, University of South Florida. Has over 10 years of experience in film making.

Mr. Roberto Fonseca– BA in Sciences and Art, Adobe Certified Expert, Comptia Certified Technical Trainer, AA in Computer Arts Animation. Over 10 years of design and photography experience.

Daily Office Hours

CCAT office hours are: Monday– Thursday 8:30am-9:00pm

Friday– 10:00am-1:00pm



REGISTRAR'S OFFICE

ACADEMIC CALENDAR

JUNE 13, 2022- AUGUST 19, 2022

| | | |
|-----------|-----------|--|
| JUNE 13 | MONDAY | Orientation New Students & Classes Begin |
| JUNE 22 | WEDNESDAY | Late Registration Period Ends |
| JUNE 30 | WEDNESDAY | New Students Enrollment Begins (22C) |
| JULY 1 | FRIDAY | 1st Academic Report |
| JULY 4 | MONDAY | INDEPENDENCE DAY HOLIDAY/ OFFICE CLOSED |
| JULY 5 | TUESDAY | Last day to request Withdrawals Continuing Students Enrollment Begins (22C) |
| JULY 29 | FRIDAY | 2nd Academic Report |
| AUGUST 18 | THURSDAY | Last Day of Classes/ Last Day to Remove Incompletes |
| AUGUST 19 | FRIDAY | Final Academic Report |

* Dates subject to change

REV FEB 2022



REGISTRAR'S OFFICE

ACADEMIC CALENDAR

SEPTEMBER 7 - DECEMBER 16, 2022

| | | |
|----------------|---------------------|--|
| SEPTEMBER 7 | WEDNESDAY | Classes Begin for New Students |
| SEPTEMBER 16 | FRIDAY | Late Registration Period Ends for New Students |
| OCTOBER 7 | FRIDAY | 1st Academic Report |
| NOVEMBER 11 | FRIDAY | VETERANS DAY HOLIDAY |
| NOVEMBER 18 | FRIDAY | 2nd Academic Report |
| NOVEMBER 24/25 | THURSDAY/ FRIDAY | THANKSGIVING RECESS HOLIDAY |
| DECEMBER 5 | MONDAY | New Students Enrollment Begins (23A) |
| DECEMBER 15 | THURSDAY | Last Day of Classes/ Last Day to Remove Incompletes |
| DECEMBER 16 | FRIDAY | FINAL ACADEMIC REPORT |

* Dates subject to change

REV Feb 2022

ACADEMIC CALENDAR

FEBRUARY 14, 2023 - JUNE 2, 2023

| | | |
|---------------|-------------------|---|
| FEBRUARY 14 | TUESDAY | Orientation New Students & Classes Begin |
| FEBRUARY 20 | MONDAY | PRESIDENT'S DAY HOLIDAY |
| FEBRUARY 23 | THURSDAY | Late Registration Period Ends |
| MARCH 10 | FRIDAY | 1st Academic Report |
| APRIL 13 & 14 | THURSDAY & FRIDAY | EASTER RECESS HOLIDAY |
| APRIL 21 | FRIDAY | 2nd Academic Report Last day to request Withdrawals/ Partial Withdrawals |
| APRIL 24 | MONDAY | Enrollment Continuing and New Students Begin (21B) |
| MAY 29 | MONDAY | MEMORIAL DAY HOLIDAY |
| JUNE 1 | THURSDAY | Last Day of Classes/ Last Day to Remove Incompletes |
| JUNE 2 | FRIDAY | Final Academic Report |