

# **ICON COLLECTIVE**

**Music Production School**



## **Online Music Production Program Spring/Summer/Fall 2018 Catalog**

4620 W Magnolia Blvd.  
Burbank CA 91505  
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[www.iconcollective.com](http://www.iconcollective.com)

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# WELCOME TO ICON COLLECTIVE

On behalf of our founders, faculty, staff, students, and graduates, I am privileged to welcome you to Icon Collective. Over the last ten years, Icon Collective has built a powerfully connected community of artists, producers, and entrepreneurs. As an Icon Collective student, you'll develop your skills, build your brand, and pursue your artistic vision as a part of the amazing Icon Collective family.

All of us at Icon Collective honestly share your passion for music. It's in our DNA and underscores everything we do. This common love of music, combined with our deep industry experience and commitment to educational excellence, creates a unique environment where your creativity will be supported as you learn to achieve your goals. Our faculty and staff are committed to ensuring that every artist in our program has the tools, skills, and knowledge to succeed as a musician and an entrepreneur.

The Icon Collective experience is like no other education on earth, designed for you to learn by doing what you love under the guidance of professional mentors. Using industry standard hardware and software, you'll spend your time working, creating, and learning with a vibrant peer group. You'll work against deadlines, using your creativity to solve problems and deliver projects on time – just as it's done by the pros.

Icon Collective will ask a lot of you and give you even more in return. Our program is designed to educate artists who are fully committed to a lifelong musical journey. We are delighted to be your guides on the first part of your artistic voyage.

Welcome to Icon Collective

A handwritten signature in black ink, appearing to read 'Steve Miller', written in a cursive style.

Steve Miller  
Campus Director

# ABOUT ICON COLLECTIVE

Icon Collective is a music production school that is completely unique in philosophy and approach, focusing on empowering musicians, DJs, and artists to live creative lifestyles while using 21st century tools to create music professionally. Icon Collective teaches the principles and practice of music production as an integral part of the process of creating high quality music, then provides the tools and strategies to brand, market, distribute, and sell the artist and their music. Icon Collective educates, motivates, and inspires students to overcome creative blocks and thrive in an environment where creativity and technical prowess achieve success.

Icon Collective is run by experienced artists, producers, and educators who know first hand that there is more to making great music than knowing how to record a track. Icon Collective's approach to teaching music production centers its studies on mastering digital production tools and the creative process. By including one-on-one weekly time with a professional Studio Mentor, we encourage each student to develop a distinctive sense of style and express a unique creative vision.

## History

Christopher Wight and David Alexander Valencia founded Icon Collective in 2005 as a way to address the change in the way music is created, produced, and marketed. Recognizing that traditional music programs did not provide the combination of musical, technical, and business training needed for computer-based musicians, and that recording schools largely dwell on the technical aspects of audio engineering, David and Christopher set out to create a program that emphasizes creativity within a carefully structured balance of musical and technical training.

Over the last decade, the school has evolved from a 6-month program taught at LA Center Studios to a 9-month program taught in a production facility in Glendale, California. An online version of the program was launched in 2013. In 2014, the school moved to its present home, the famed Enterprise Studios in Burbank, California. Icon Collective prides itself on constant self-evaluation and improvement, and as a result introduced the Music Production Program, a 12-month diploma program offered both on campus and online in 2015. In 2017 Icon revised its online program to span 18 months.

## Mission

We empower artists to live successful, creative lifestyles.

## Vision

To globally influence artists, music, and the music industry in a manner that reflects individuality, originality, and the expression of human emotion.

## Objective

To provide our students with an outstanding education that prepares them to thrive in the music and entertainment industries as a member of the Icon Collective community of artists, producers, and entrepreneurs.

## Approvals and Accreditation

Icon Collective is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

There is no license required for music composition or music production.

For more information, please contact the BPPE directly:

Bureau of Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Phone: 888-370-7589  
Fax: 916-263-1897  
Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Icon Collective is an accredited institutional member of the National Association of Schools of Music (NASM), however Icon Collective does not participate in federal financial aid programs.

National Association of Schools of Music  
11250 Roger Bacon Drive, Suite 21  
Reston, Virginia, 20190-5248  
(703) 437-0700  
<https://nasm.arts-accredit.org>

## Disclosures

Icon Collective provides this catalog to all prospective students electronically via email, and it is also available to the general public as a free download from our website: [www.iconcollective.com](http://www.iconcollective.com). Prospective and enrolled students may consult this catalog for factual information regarding Icon Collective. All content is subject to change without notice.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that are not satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Icon Collective does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 101 et seq.).

## Ownership and Control

Icon Collective is a private, for-profit institution owned by Icon Collective, LLC, a California corporation.

Icon Collective, LLC  
4620 W Magnolia Blvd.  
Burbank CA 91505  
818.299.8013

# FACILITIES

The Icon Collective campus is located in the renowned Enterprise Studios facility at:

4620 W Magnolia Boulevard  
Burbank, CA 91505  
Phone: 818.299.8013  
Fax: 818.299.8028  
Web: [www.iconcollective.com](http://www.iconcollective.com)  
Email: [info@iconcollective.com](mailto:info@iconcollective.com)

## Hours of Operation

Business hours for the school are from 9am to 5pm Monday through Friday

Icon Collective is in Burbank, California and operates on Pacific Time, GMT-8.

Online students do not have access to the Los Angeles Icon Collective Campus and facilities except as guests of ICLA students and scheduled appointments with administration or staff.

## Online Technical Support

Online technical support is available 24 hours per day, 7 days per week. Active online students are provided with access to a 24/7 help desk that can be reached via the help menu on the Icon Collective Online platform, where multiple options for assistance are available.

# 2017-2019 ONLINE ACADEMIC CALENDAR

## Winter 2017

New Student Orientation	December 29, 2016
First Day of Classes	January 2, 2017
Martin Luther King Day *	January 16, 2017
President's Day *	February 20, 2017
First Day of Finals Week	March 13, 2017
Last Day of Classes	March 18, 2017
Spring Break	March 20, 2017 – April 1, 2017

## Spring 2017

New Student Orientation	March 30, 2017
First Day of Classes	April 3, 2017
Memorial Day *	May 29, 2017
First Day of Finals Week	June 12, 2017
Last Day of Classes	June 17, 2017
Summer Break	June 19, 2017 – July 1, 2017

## Summer 2017

New Student Orientation	June 29, 2017
Independence Day *	July 4, 2017
First Day of Classes	July 3, 2017
Labor Day *	September 4, 2017
First Day of Finals Week	September 11, 2017
Last Day of Classes	September 16, 2017
Fall Break	September 18, 2017 – September 30, 2017

## Fall 2017

New Student Orientation	September 28, 2017
First Day of Classes	October 2, 2017
Thanksgiving Break *	November 23, 2017 – November 26, 2017
First Day of Finals Week	December 11, 2017
Last Day of Classes	December 16, 2017
Winter Break	December 18, 2017 – January 6, 2018
Christmas Eve and Christmas Day*	December 24 – 25, 2017
New Year's Eve and New Year's Day*	December 31, 2017 and January 1, 2018

Icon Collective is closed on days marked with \*

## Winter 2018

New Online Student Orientation	January 3, 2018
First Day of Classes	January 8, 2018
Martin Luther King Day*	January 15, 2018
President's Day	February 19, 2018
First Day of Finals Week	March 19, 2018
Last Day of Classes	March 24, 2018
Spring Break	March 26, 2018 – April 7, 2018

## Spring 2018

New Online Student Orientation	April 4, 2018
First Day of Classes	April 9, 2018
Memorial Day*	May 28, 2018
First Day of Finals Week	June 18, 2018
Last Day of Classes	June 23, 2018
Summer Break	June 25, 2018 – July 7, 2018

## Summer 2018

New Online Student Orientation	July 3, 2018
First Day of Classes	July 9, 2018
Independence Day*	July 4, 2018
Labor Day*	September 3, 2018
First Day of Finals Week	September 17, 2018
Last Day of Classes	September 22, 2018
Fall Break	September 24, 2018 – October 6, 2018

## Fall 2018

New Online Student Orientation	October 3, 2018
First Day of Classes	October 8, 2018
Thanksgiving Break*	November 22, 2018 – November 25, 2018
First Day of Finals Week	December 17, 2018
Last Day of Classes	December 22, 2018
Winter Break	December 24, 2018 – January 5, 2019
Christmas Eve and Christmas Day*	December 24 – 25, 2018
New Year's Eve and New Year's Day*	December 31, 2018 and January 1, 2019

Icon Collective is closed on days marked with \*

## Winter 2019

New Online Student Orientation	January 02, 2019
First Day of Classes	January 07, 2019
Martin Luther King Day *	January 21, 2019
First Day of Finals Week	March 18, 2019
Last Day of Classes	March 23, 2019
Spring Break	March 25, 2019 – April 6, 2019

## Spring 2019

New Online Student Orientation	April 03, 2019
First Day of Classes	April 08, 2019
Memorial Day *	May 27, 2019
First Day of Finals Week	June 17, 2019
Last Day of Classes	June 22, 2019
Summer Break	June 24, 2019 – July 6, 2019

## Summer 2019

New Online Student Orientation	July 02, 2019
Independence Day *	July 04, 2019
First Day of Classes	July 08, 2019
Labor Day *	September 2, 2019
First Day of Finals Week	September 16, 2019
Last Day of Classes	September 21, 2019
Fall Break	September 23, 2019 – October 05, 2019

## Fall 2019

New Online Student Orientation	October 02, 2019
First Day of Classes	October 07, 2019
Thanksgiving Break *	November 28, 2019 – November 30, 2019
First Day of Finals Week	December 16, 2019
Last Day of Classes	December 21, 2019
Winter Break	December 23, 2019 – January 4, 2020
Christmas Eve and Christmas Day*	December 24 – 25, 2019
New Year's Eve and New Year's Day*	December 31, 2019 and January 1, 2020

Icon Collective is closed on days marked with \*

# ADMISSIONS

Icon Collective is open to creative individuals who are passionate and self-driven musicians and producers looking to succeed in the entertainment industry. While no previous training is required, it is recommended that applicants have experience in music production and/or playing a musical instrument. We expect our applicants to have a clear personal vision and defined musical and artistic goals upon admission.

All applications are completed electronically. Prospective students may apply in person or online at [www.iconcollective.com](http://www.iconcollective.com). The admissions department contacts all prospective students to schedule an interview.

The immersive Icon Collective Online Music Production Program moves at a rapid pace, and students are expected to deliver projects and assignments according to strict deadlines. Students will be required to present their music to classmates and teachers on a regular basis and must be comfortable doing so. Classroom participation requires conversational English and basic math skills. Assignments and projects require a functional level of English reading, writing, and comprehension.

## Admission Requirements

In order to apply, a prospective student must:

- Be at least 17 years of age
- Complete and submit the online application
- Provide government issued identification (driver's license, passport, etc.)
- Pay a one-time, non-refundable Application Fee of \$75.00
- Pay a refundable \$500 Deposit (applied toward the first tuition payment)
- Provide a link to the applicant's music

The deposit is due at the time of application and is applied toward the first tuition payment. A student's seat is not reserved until the deposit is paid. After the application and all required materials have been submitted, an Admissions Advisor will contact the prospective student to initiate the following:

- Schedule a qualifying interview
- Complete a Goals and Career Path Assessment and Self Evaluation Form
- Acquire the applicant's Proof of High School Graduation (see Proof of Graduation Policy)

Upon acceptance, the Admissions Coordinator will contact the prospective student to schedule a registration appointment. At that time, the accepted student will complete, sign, and submit the Icon Collective Enrollment Agreement and other required documents, provide proof of graduation, and make the first tuition payment.

Please see the Refund Policy section of this catalog for a detailed description of refunds in the event of cancellation.

<b>Desired Program Start Date</b>	<b>Last Day to Apply</b>
Summer 2018	June 4, 2018
Fall 2018	September 3, 2018
Winter 2019	December 13, 2018
Spring 2019	March 4 2018

A student may request a change the program start date once without penalty. Due to limited availability, however, a second change in program start date will require a new application and application fee.

Upon acceptance, students are scheduled for registration, at which time all necessary paperwork is completed and the first tuition payment is due. An Enrollment Packet with additional information on payment options and a complete list of all required hardware and software is provided.

## **Proof of Graduation Policy**

Icon Collective requires a high school diploma or equivalent in order to enroll in the program. Students applying to Icon Collective must provide Proof of Graduation (POG) documentation prior to acceptance.

Acceptable forms of documentation are:

- GED, HISET, or TASC Certificate of Completion
- High School Diploma
- College Diploma
- Official High School Transcript showing graduation
- Official College Transcript showing graduation

Copies of diplomas or equivalency documentation must be made from the original by campus staff. The copied documentation will be stamped with the date received by an Icon Collective staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start date of the program. Official transcripts must arrive in a sealed envelope from the issuing institution and will be kept in the student's file.

A member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) must evaluate foreign transcripts in order to establish equivalency for a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

## **English Language Proficiency Policy**

The English language is the medium of instruction, and no language other than English is used for instruction at Icon Collective. Accordingly, all students contemplating enrollment at Icon Collective are expected to be proficient in English, both spoken & written, at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED, or passage of the California high school proficiency exam.

English language proficiency is evaluated during the admissions interview. Icon Collective does not offer English Language services of any kind. English translators are not provided.

## **Student Visas**

Icon Collective does not offer visa services of any kind, nor will Icon Collective vouch for any international student status or any associated charges.

## **Nondiscrimination Policy**

Icon Collective is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, religion, national origin, or handicap and affords them all rights, privileges, programs, and other opportunities generally available to all Icon Collective students. Icon Collective does not discriminate on the basis of gender, age, race, color, religion, national origin, or handicap in admissions, employment services, or access to its programs and activities.

## **Transfers and Articulation**

### **Transfer of Credit to Other Institutions**

Icon Collective does not make any representation or guarantee that coursework completed and/or credit earned at Icon Collective will transfer to another institution. It is the sole responsibility of the student to determine prior to enrollment whether another institution will recognize coursework and/or credit earned at Icon Collective.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Icon Collective is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn is at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Icon Collective to determine if your credits or certificate will transfer.

### **Transfer of Credit**

Icon Collective does not accept credits transferred from other institutions.

### **Prior Experiential Learning**

Icon Collective does not grant credit for prior experiential learning. Icon Collective does provide an opportunity to test out of courses if an applicant feels that he or she has the requisite knowledge. Please see the Academic Policies section of this catalog for information regarding testing out of courses.

### **Articulation Agreements**

Icon Collective has an articulation agreement with SAE Institute of Technology USA designed to facilitate a transition for graduates of the Icon Collective Music Production Program into the Diploma and Associate of Applied Science degree program in Audio Technology at SAE. Details of this agreement are available upon request. SAE Los Angeles is located at 6700 Santa Monica Blvd, Los Angeles California 90038.

# FINANCIAL INFORMATION

## Tuition and Fees

### Online Music Production Program

Application Fee	\$75.00
Tuition	\$14,995.00
California Student Recovery Fund (STRF) Assessment (currently not withheld)	\$0.00
<b>Total Charges for the Period of Attendance</b>	<b>\$15,070.00</b>

### Additional Fees

Returned Check Fee	\$25.00
Wire Transfer Fee	\$15.00
Additional Certificate Fee	\$25.00
Additional Transcript Fee	\$15.00
Late Tuition Fee (imposed after the 5 day grace period expires)	\$50.00
Test Out Fee	\$75.00/course
Tuition for course retakes (except Studio Mentor courses)	\$599.00
Studio Mentor Course Retake Fee	\$1200.00

## Required Equipment, Materials, and Resources

To complete their coursework, Icon Collective Online students are required to have a reliable, high-speed broadband Internet connection, an Apple MacBook Pro laptop computer, and the software and hardware as described below.

Item Required	Estimated Cost	
	Minimum	Maximum
Apple or Windows computer meeting Ableton's most recent system requirements (at least 8GB of RAM recommended)	\$1299.00	\$3548.00
Ableton Live 10 Suite Software	\$449.00	\$799.00
USB MIDI Keyboard Controller, <i>49 key minimum; 88 key recommended</i>	\$69.00	\$599.00
USB C to USB adapter (if your computer uses USB C)	\$10.00	\$10.00
Professional Quality Headphones	\$99.00	\$1799.00
Headphones or earbuds with microphone	39.00	999.00
Web Cam (if your computer does not have one built in)	\$49.00	\$249.00
Microphone	\$30.00	\$1000.00
Audio Interface (unless using USB microphone)	\$40.00	\$1500.00
<b>Estimated Total</b>	<b>\$2084.00</b>	<b>\$10,503.00</b>

- Tuition does not include the cost of the required computer, hardware, and software.
- Prices shown are for estimation purposes only and do not include taxes, shipping, or optional accessories.
- While the prices vary, each student is advised to budget at least \$2500.00 for equipment.
- Additional supplies, such as pens, pencils, paper, cables, and other items are to be expected.
- There is no charge for books or other class materials.
- Students must have access to a reliable, high-speed internet connection of at least 10 Mbps download and 3 Mbps upload speeds, suitable for uploading and downloading media files, watching videos, and participating in real-time video conferencing. The ideal connection speed is 50+ Mbps download and 7+ Mbps upload. The cost of Internet access is not included in the tuition and varies by connection speed and location.
- A Splice account will be used for sharing DAW sessions. Please go to [www.splice.com](http://www.splice.com) and create an account using your email address.
- Although not required, we highly recommend that each student purchase an external 7200 RPM hard drive of at least 1TB and the Apple Care warranty for any new MacBook Pro laptop computer.
- Unlicensed or “cracked” software is not permitted and is not allowed for use on school assignments and projects.

<b>Estimated Schedule of Charges for the Entire Educational Program</b>	
Application Fee	\$75.00
Tuition	\$14,995.00
California Student Recovery Fund (STRF) Assessment (currently not withheld)	\$0.00
Required Equipment (estimated minimum)	\$2,500.00
School Supplies and Materials (estimated minimum)	\$500.00
<b>Total (estimated)</b>	<b>\$18,070.00</b>

## Payment Plans

All students are provided with a Tuition Payment Plan at no additional charge. Tuition may be paid in full, divided into six (6) quarterly payments or into eighteen (18) monthly payments. The first payment is due on or before Registration. Subsequent Quarterly Plan payments are due on the first (1<sup>st</sup>) day of the month for each quarter. Subsequent Monthly Plan payments are due on the first (1<sup>st</sup>) day of each month. Students are granted a five (5) day grace period on payments. After the 5<sup>th</sup> day, a \$50.00 late fee is imposed. If payment is not received by the 8<sup>th</sup> day, the student will be dismissed from the program.

<b>Full Payment Plan</b>		
<b>Description</b>	<b>Amount</b>	<b>Due Date</b>
Application Fee	\$75.00	Upon application
Tuition- Seat Deposit	\$500.00	Upon application
STRF Assessment	\$0.00	Currently not withheld
Balance of Tuition	\$14,495.00	At Registration
<b>Total Tuition and Fees</b>	<b>\$15,070.00</b>	

<b>Quarterly Payment Plan</b>		
<b>Description</b>	<b>Amount</b>	<b>Due Date</b>
Application Fee	\$75.00	Upon application
Tuition- Seat Deposit	\$500.00	Upon application
STRF Assessment	\$0.00	Currently not withheld
Tuition- First Payment	\$1,995.00	At Registration
Tuition- Second Payment	\$2,500.00	1st day of the 2nd Quarter
Tuition- Third Payment through Sixth Payment	\$2,500.00	1st day of each subsequent Quarter
<b>Total Tuition and Fees</b>	<b>\$15,070.00</b>	

<b>Monthly Payment Plan</b>		
<b>Description</b>	<b>Amount</b>	<b>Due Date</b>
Application Fee	\$75.00	Upon application
Tuition- Seat Deposit	\$500.00	Upon application
STRF Assessment	\$0.00	Currently not withheld
Tuition- First Payment	\$334.00	At Registraion
Tuition- Second Payment	\$833.00	1st day of the 2nd month
Tuition- Third Payment through Eighteenth Payment	\$833.00	1st day of each successive month
<b>Total Tuition and Fees</b>	<b>\$15,070.00</b>	

## Late Fees

Each payment is due on the 1st day of each quarter or month, depending on the payment plan. There is a grace period from the 1st to the 5th day of each payment cycle, after which a \$50.00 late fee is imposed. If payment is not made by the close of business on the 8th day after the due date, the student will be terminated from Icon Collective for nonpayment of tuition and will no longer be allowed to participate in classes or access the Icon Collective Online platform.

## **Student Loans and Financial Aid**

Icon Collective does not participate in federal or state student financial aid programs.

If a student obtains a loan to pay for an educational program at Icon Collective, the student bears the responsibility to repay the full amount of the loan plus interest, less the amount of any refund disbursed directly to the lender in the event of cancellation, withdrawal, or dismissal.

## **Student Tuition Recovery Fund**

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payor, such as an employer, government program or other payor, unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payor, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

No claim can be paid to any student without a social security number or a taxpayer identification number. As of January 1, 2015 the STRF fund has reached maturity and contributions are no longer being withheld.

## Refund Policy

Icon Collective has established refund policies that are in accordance with current state and federal regulations. Icon Collective uniformly applies these refund policies to all students and reserves the right to modify these policies in order to remain in compliance with any changes in applicable laws and regulations.

### Refunds based on cancellation

An applicant or student has the right to cancel enrollment for a program of instruction, without penalty or obligation, within the first seven (7) calendar days of each quarter for a full refund of deposit, if applicable, and tuition paid for that quarter.

To cancel, the applicant or student must submit a written notice of cancellation to the Director of Education in person, by electronic mail, or by postal mail within seven (7) calendar days of the start of the quarter. The date of cancellation is defined as the date of receipt of the written notice. If the written notice of cancellation is sent by mail, properly addressed with the correct postage, it is effective on the date postmarked.

An applicant who completes the application process but is denied enrollment or a student who is dismissed from Icon Collective for any reason within the first seven (7) calendar days after starting a quarter is entitled to a refund of the deposit, if applicable, and all tuition paid for that quarter.

### Refunds based on withdrawal or dismissal

A student may withdraw from Icon Collective at any time by submitting a written notice of withdrawal to the Director of Education in person, by electronic mail, or by mail. Refund calculations will be based upon the student's last recorded date of participation in a course. Participation is defined as engaging in any learning activity, such as posting to a discussion board, submitting an assignment, viewing course content, or participating in a chat session.

A student who chooses to withdraw after the seventh (7<sup>th</sup>) calendar day of the quarter but prior to completing 60% of the quarter is entitled to a pro rata refund of tuition based upon the student's last recorded date of online participation. If a student withdraws after completing more than 60% of a quarter, tuition for the **entire quarter** is considered fully earned and the student will receive no refund. Students may have a balance due if the tuition has not been paid through the date of withdrawal.

A student may also be withdrawn involuntarily due to factors including, but not limited to, inappropriate behavior, lack of attendance, violation of school policy, or failure to maintain satisfactory progress. The same refund calculations apply.

### Refund Schedule

Date of Withdrawal	Tuition Liability	Tuition Refund
Days 1 to 7 of each quarter	None	100%
Day 8 to 60% of Quarter	Pro-rated	Up to 60%
More than 60% of Quarter	100% Tuition Due	None

## Holidays and Refund Calculations

Icon Collective recognizes the U.S. national holidays below for the purposes of calculating refunds pursuant to section 6700 of the California Government Code 2015 Holidays. *Please see preceding Academic Calendar for days the Icon Campus is closed.*

Date Observed	Holiday
January 1, 2017	New Year's Day
January 16, 2017	Martin Luther King Day
February 20, 2017	President's Day
March 31, 2017	Cesar Chavez Day
May 29, 2017	Memorial Day
July 4, 2017	Independence Day
September 4, 2017	Labor Day
September 9, 2017	California Admission Day
October 9, 2017	Columbus Day
November 11, 2017	Veteran's Day
November 24, 2017	Thanksgiving Day
November 25, 2017	Day after Thanksgiving
December 24, 2017	Christmas Eve
December 25, 2017	Christmas Day
December 25, 2017	Christmas Day (federal observed)
December 31, 2017	New Year's Eve
January 1, 2018	New Year's Day

## Refund On Fees

Banking fees including, but not limited to, returned check fees and wire transfer fees are added to the applicant's or student's liability in all cases and are non-refundable. The \$75 Application Fee and the Student Tuition Relief Fund (STRF) Assessment, if applicable, are non-refundable.

## Refund On Textbooks and Materials

Once the student has accepted textbooks, software, and other materials supplied by Icon Collective, they may not be returned for a refund.

## Refund Disbursement

To cancel an enrollment agreement or withdraw from Icon Collective, a student must submit a written notice of cancellation to the Director of Education. Refunds will be made within forty-five (45) days after receipt of the written notice of cancellation or withdrawal. The date of cancellation is defined as the date of receipt of the written notice or, if the notice is submitted by mail, the date postmarked.

If any portion of the tuition was paid from a third party, the refund shall be sent to the third party using the same method of payment (e.g. returning funds to the credit card used for the initial payment, or a check issued to the party that wrote the tuition check).

Any tuition balances remaining on the student's account following cancellation, withdrawal, or dismissal must be paid in a timely manner or be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

# ACADEMIC POLICIES

## Standard of Progress

The evaluation of student achievement is based on students meeting the objectives for each course. At the beginning of each course, the instructor provides students with a syllabus identifying the objectives and grade determination criteria. The syllabi for current courses are always available on the Icon Collective Online platform.

A student must achieve a letter grade of “D” or higher to pass a course. A student who fails a course must retake the course and earn a passing score. The new score will be used in the CGPA calculation. Both scores will be shown on the student’s transcript.

If a student fails a course twice, he or she will be dismissed from the school. If a student fails three (3) or more separate courses within a single quarter, the entire quarter must be repeated. Three or more course failures in the first quarter only will result in the student being dismissed from the program. Following a dismissal in the first quarter, those wishing to continue must re-apply through the Admissions department.

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) measures the student’s academic performance within the educational goals. Icon Collective requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled.

Satisfactory Academic Progress is determined by measuring the student’s Cumulative Grade Point Average (CGPA) against the requirements for completion. In addition, students must complete all coursework within the required 150% maximum timeframe. Icon Collective evaluates academic progress at the end of each quarter.

## Successful Course Completion

In order to complete a course, a student must earn a grade of a “D” or higher. Any course with a grade of F must be repeated.

## Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale used by Icon Collective.

## Clock to Credit Hour Conversion

Icon Collective uses the following method to convert clock hours to quarter credits:

- 10 hours of direct instruction equals 1 quarter credit
- 20 hours of supervised lab instruction equals 1 quarter credit
- 30 hours of outside work, instrumental practice, or independent study equals 1 quarter credit

Please note: Due to the nature of online learning, 25% of the time allocated for projects, examinations, assignments, instrumental practice, and creative work is included in the clock hour calculation.

## **Academic Probation**

Students must maintain a 2.0 CGPA in order to graduate. A student who fails to achieve a 2.0 CGPA will be placed on academic probation. A student on academic probation must meet with an advisor to develop an academic improvement plan that defines a strategy for the student to return to a 2.0 or higher CPGA and to monitor academic progress. Students exceeding two consecutive quarters on probation will be dismissed from the program. The purpose of academic probation is to bring to light areas where student performance is sub-standard and to develop a strategy that will assist in successfully completing the course, quarter, and/or program. Further lack of attention to classwork, homework, projects, or attendance while on academic probation may be grounds for termination from the program.

## **Maximum Timeframe**

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for the Online Music Production Program is 66 weeks and 43 credit hours. Therefore, 150% of that normal completion rate is 99 weeks or 64 attempted credit hours. A student who reaches 99 weeks or 64 attempted credit hours without completing the program will be not be allowed to continue and will be dismissed from the school.

## **Grading**

A student's grade in each course is based on achievements in a number of different categories, depending on the nature of the course. The weighting of each category is specified in the individual course syllabi. Typical forms of assessment include:

- Quizzes
- Projects, Assignments, and Homework
- Mid Term Exam
- Final Exam
- Attendance and Participation
- Instructor Assessment

Each course contains a different balance of written, practical, and participation assessments. Icon Collective does not have a cumulative final test required for the completion of the program. Students receive feedback and/or scores on all submitted work within seven days.

## Grade Scale

The following system of grade points is used to evaluate a student's level of achievement. A student's academic standing is the result of the total number of grade points earned divided by the total number of courses taken.

Rating	Earned Percentage	Letter Grade	GPA
Excellent	95% – 100%	A	4.0
	90% – 94%	A-	3.75
Good	87% – 89%	B+	3.5
	83% – 86%	B	3.0
	80% - 82%	B-	2.75
Average	77% - 79%	C+	2.5
	73% - 76%	C	2.0
	70% - 72%	C-	1.75
Needs Improvement	67% - 69%	D+	1.5
	65% - 66%	D	1.0
Failing	0 – 64 %	F	0.0
Incomplete	N/A	I	0.0
Test Out	N/A	TO	0.0
Withdrawal	N/A	W	0.0
Audit	N/A	AU	0.0

## Makeup Work

Students are responsible for all material and assignments missed due to absences. Work can be submitted up to one week after the due date for a 20% grade penalty. Work cannot be submitted more than one week late. It is the student's responsibility to complete and deliver the missed assignments within one week. Final exams cannot be rescheduled or made up.

## Mentor Sessions

Studio Mentor Sessions are carefully coordinated in order to align with the student, mentor, and studio schedules and are virtually impossible to reschedule. As a result, if a student misses a studio mentor session, it cannot be made up. Please contact your mentor ASAP if you need to miss a mentor session.

## Incomplete

If illness or other severe circumstances out of the student's control prevent a student from completing all required coursework within the quarter, the student may request an incomplete ("I") grade. The incomplete grade is temporary, providing an additional week to complete any missing assignments. The incomplete grade will be converted to the earned grade within two weeks after the end of the quarter. The student must submit the request for an Incomplete to the Director of Education by email, along with appropriate documentation. A grade of incomplete is calculated into the student's CGPA as a 0.

## Re-enrollment

Students who have been dismissed from Icon Collective for academic reasons may apply for re-enrollment. Re-enrollment is at the discretion of the Education Department and will be granted only after the conditions that caused the dismissal have been rectified.

## Test Out

Icon Collective provides opportunities for students to acquire credit for advanced prerequisite knowledge by passing a Course Competency Evaluation. Students can take a Course Competency Evaluation to verify advanced prerequisite knowledge in most courses. Students wishing to test out of a multi-level course must pass a Course Competency Evaluation for each level. Challenge Exams must be completed no later than Friday of the first week of the quarter for which the student is attempting to test out.

<b>Course</b>	<b>Eligible for Course Competency Evaluation</b>
Ableton Live I, II	Yes
Studio Techniques I, IV	Yes
Keyboard Techniques I, II, III, IV	Yes
Logic Pro I & II	Yes
Synthesis I & II	Yes
Music Business I, II	Yes
Song Writing I & II	Yes
Ear Training I & II	Yes
Arrangement	Not Available
The Art of Flow	Not Available
Studio Mentor I, II, III, IV, V, VI	Not Available

A student must earn a score of 90% or higher on a Course Competency Evaluation in order to test out of a course. A student who passes a Course Competency Evaluation will not be required to take the course, will not be charged the tuition for the course, and the course will not be factored into the applicant's GPA calculation. The grade for the course will appear on the student's transcript as a Test Out (TO). A maximum of the equivalent of 11 credits, or 25% of the program, can be earned through Course Competency Evaluations.

Students who believe they possess the prerequisite knowledge to test out of a class must contact the Student Advisor to schedule a Course Competency Evaluation. This should be done prior to starting the program if at all possible as Course Competency Evaluations must be completed no later than the last day of the first week of the quarter. A member of the faculty will administer the Course Competency Evaluation, which can include a written assessment and/or a project as is appropriate for the course. There is a \$75.00 fee for each Course Competency Evaluation. Students cannot request to Test Out of a course they have already taken.

## Attendance Policy

Because most online coursework is asynchronous, meaning that many of the assignments, projects, assessments, and presentations can be completed at any time before the due date, traditional standards of attendance do not apply for most Online Music Production Program courses. The curriculum requires students to participate in a number of learning activities each week, and completion of those activities by a specified due date is the online equivalent of attending class at a traditional brick and mortar school. Students who do not turn in their work by the published due date or participate in academic activities in a timely manner will be considered absent for the week.

The weekly Studio Mentor Session is a live one-on-one meeting with a professional producer that happens in real time and is treated as a traditional course in terms of attendance. It requires the student and mentor to log in at a specific time and work together. The culture and structure at Icon Collective is designed so that all Studio Mentor sessions start "on the zero (:00)," reflecting professional industry practices. For example, a 2:00 pm Mentor Session starts at exactly 2:00 pm. To receive full credit for that day's Mentor Session, a student must be logged in online at the scheduled time on the zero (:00) or earlier.

There are 3 possibilities for each student's participation score in any Studio Mentor Session:

Arrival Time	Attendance Mark	Percent of Participation Score
Early or on the zero (:00)	Present	100%
Anytime <i>after</i> the zero (:01, :02, etc.)	Late	35%
No Show	Absent	0%

Students are expected to log in on time and attend all scheduled Mentor Sessions.

A student who is out of contact with Icon Collective for fourteen (14) consecutive calendar days will be administratively withdrawn from the program.

## Graduation Requirements

In order to graduate from the Icon Collective Online Music Production Program and receive a diploma, students must meet the following requirements:

- Successfully complete all required courses with a passing grade
- Complete the courses within the maximum time frame
- Earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- Meet all financial obligations to the school
- Complete a minimum of 25% of the program's credits enrolled in the full program.

Students who finish the program with a financial obligation to the school will not receive an official transcript or diploma, and alumni privileges will be suspended until the financial obligation is met in full.

## Academic Integrity

Academic integrity is a core value of teaching, learning, and professional behavior. Maintaining high standards of academic integrity is a fundamental principle needed to achieve success and graduate. Students are expected to commit to and be responsible for demonstrating these five values, even in the face of adversity:

1. Honesty
2. Trust
3. Fairness
4. Respect
5. Responsibility

The following activities show a lack of academic integrity and are grounds for being placed on probation or dismissed: cheating, collusion, falsifying records, lying, plagiarism (including electronic), alteration of materials, forgery, providing or using external assistance relating to an examination, test, or quiz, sharing answers, copying another student's work, or any act designed to give unfair academic advantage to the student.

Dismissal may also be exercised if a student engages in conduct that endangers property or the health or safety of others, including breaking the law, fighting, bullying (including cyber-bullying), verbal or written abuse, false allegations, intimidation, harassment, or disruption of classes.

### Sharing of Work

All assignments and projects are expected to be the work of a single student unless specified as a group assignment in the syllabus.

## Dismissal from the Program

Students may be placed on probation or dismissed from the program for failure to meet academic requirements, inappropriate conduct (as described in the Academic Integrity and Code of Conduct sections), or failure to meet financial obligations to the school.

### Grade Appeal and Academic Dismissal Appeal

Grade appeals, including those causing academic dismissal from the program, may only be made under the following circumstances:

The grade was based on standards unreasonably different than those for other students.

The grade was influenced by something other than performance or academic integrity.

The grade was affected by an unannounced or significant change from stated course objectives and assignments.

- The student must request a grade appeal form from the Registrar and submit it to the Registrar by email or through Canvas to the Registrar at Icon Collective. The form must be submitted with supporting documents no later than 3 days after the grade is posted.
- Incomplete appeal forms or those missing adequate explanation or supporting documentation are typically denied. When a complete and reasonable appeal is accepted, an investigation will follow to confirm or deny the validity of the appeal.
- The student will be required to provide any assignments, files, or evidence necessary to complete the investigation.
- A panel from the Education Department will render a final decision. The student will be notified of the decision within one day of the panel's vote.

The panel may decide to:

- Uphold the grade initially given.
- Require that an instructor re-grade the assignment or test.

- Have the student take a reformulated version of the assignment or test to assess whether or not the student clearly possesses the knowledge required to compete against the original grade.
- Recommend a specific grade change.

### **Appeal of Dismissal (Financial and Conduct)**

Students may appeal a financial dismissal or conduct probation or dismissal by requesting an appeal form from the Registrar and submitting it to the Registrar in person during business hours, to Registrar drop box at rear reception, by electronic mail, or through Canvas to the Registrar at Icon Collective. The form must be submitted no later than 3 business days after the student is notified of the dismissal. The student should address the issues that led to the probation/dismissal and what steps have been taken to correct and alleviate them. Incomplete appeal forms or those missing adequate explanation or supporting documentation are typically denied.

The Campus Director will determine whether the student's appeal merits a meeting with the Board of Appeal. If warranted, the Board will schedule an appointment to meet with the student and render a final decision as to the student's disposition. The student's failure to attend will result in a denial of the appeal. Following the meeting, the student will be notified within one business day of the Board's final decision.

# STUDENT SERVICES

## Learning Resource Center

The Learning Resource Center (LRC) is the academic nerve center of Icon Collective Online, a virtual library giving students access to a wide range of information used to conduct research, complete assignments, and gain more depth on the subjects taught in the individual courses.

Students may utilize the LRC's assets to complete their projects and assignments on a daily basis. New materials are added regularly based on faculty and student requests, guest recommendations, and planned expansion of holdings.

The LRC is available 24/7 on the Icon Collective Online platform.

## New Student Orientation

The online New Student Orientation course helps students get their bearings within the Icon Collective Online platform. Students create their online profile, learn the navigation system, practice uploading and downloading files, and complete other exercises that prepare them for online course work. All students are required to complete the online New Student Orientation course before beginning any other courses.

## Student Advising

Icon Collective is a student-centered institution and as such there is an open door policy for students who may have questions, concerns, complaints, and/or are looking for guidance. Students are welcome to discuss their thoughts and concerns with the school at any time via phone, email, or the Help section on the Icon Collective Online platform. Appointments are encouraged and can be arranged via email.

## Disability Services

Icon Collective is an Americans with Disabilities Act compliant institution. Administrators, faculty, and staff members work together to provide reasonable and appropriate accommodations for students with documented disabilities. A student may submit documentation of a disability (such as a current 504 plan, I.E.P., or other form of assessment) prior to enrollment to the Director of Education via email or mail to request that reasonable and appropriate accommodations are made.

## Housing

Icon Collective does not provide student housing and does not have a dormitory facility under its control. Icon Collective does not provide student housing services for online students.

## Transcript Requests

Students and graduates can request transcripts from the Registrar. The following information is required:

- Full name
- Program of study
- Mailing address for transcript delivery
- Contact phone number
- Number of copies required
- \$15 Transcript Fee per copy

Please send your request to:

Registrar

Icon Collective

4620 West Magnolia Blvd, Burbank, CA 91505

Phone: 818-299-8013

Transcript requests can be made at any time. Requests are processed Monday through Friday during business hours. Transcripts are typically sent within two (2) weeks of receipt of the request.

Duplicate diplomas are available from the Registrar for \$25.00 each (full online program only).

## Maintenance and Retention of Student Records

Records of current students are maintained both physically and digitally. All records are organized and managed by the Registrar/Custodian of Records and stored on the Icon Collective campus. All physical records are maintained in locked fire-resistant file cabinets.

All graduate and/or inactive files are maintained and stored in the main Icon Collective administrative building. Student records are maintained at the school site for five (5) years from the last date of attendance. Transcripts containing the date the diploma was awarded, the courses and units on which the diploma was based, and the grades earned by the student in each of those courses are maintained permanently.

## Career Services

Icon Collective's industry advisors provide career guidance for enrollees in the full program and can help students make their initial industry connections. Students receive regular career instruction from Industry Advisors, faculty, and guest speakers. Students are encouraged to begin producing music and building their brand from day one of the program as the first steps toward beginning their professional lives.

Icon Collective does not provide job placement services or guarantee employment. The nature of the music and entertainment industry is one of independent entrepreneurs, such as professional musicians, writers, producers, DJs, and performers, who move from project to project (record to record, movie to movie, etc.) as self-employed or freelance contractors. This type of work may not be consistent; depending on the job, project, or budget, periods of employment can range from one day to several weeks or months. In addition, the hours worked in a day or week may be more or less than the traditional 8-hour workday or 40-hour workweek. During periods when individuals are not working on a specific job or project, they can expect to spend time expanding their networks, advertising or promoting their services, creating new music, and honing their artistic abilities.

Rates of pay are not standardized and are typically negotiated, taking into account the project budget, the scope of project, and the artist's skills, abilities, resources, and professional credentials. Most artists create music with the understanding that not all work generates income.

## **Auditing Courses**

Graduates may audit courses if there is space available. Graduates interested in auditing courses should contact the Registrar to check for availability and to submit an application. The cost of auditing is the standard rate of \$599 per course for standard courses and \$1200.00 (for Studio Mentor courses). Current students are not eligible to audit standard courses. Current students and graduates may request additional Studio Mentors based on mentor availability and scheduling at a cost of \$1200.00.

## **Leave of Absence**

A student may request a Leave of Absence (LOA) of up to 180 days. The student must submit a Leave of Absence Form, available from the Registrar, following approval by the Director of Education. A Leave of Absence is granted on a quarterly basis and cannot be requested for the current quarter after the first week of classes. No LOA will be granted during the student's first quarter, the student must withdraw and re-apply through Admissions.

Students will be expected to verify the reasons for making an LOA request before the leave will be approved. A Leave of Absence will be considered for the following reasons:

1. Financial Hardship
2. Family Emergency (death in the family, hospitalization, other traumatic event)
3. Health Concerns
4. Extraordinary Circumstances\*

\* Considered and approved at the discretion of the Director of Education

In order to qualify for a Leave of Absence, the student must be in good academic and financial standing.

Students requesting an LOA must be current with any tuition payments and fees for the current and any past quarter. The ability to return at a specific time is subject to seat availability. Failure to return within the agreed upon and specified time will result in termination from the program.

# SCHOOL POLICIES

## Student Code of Conduct

Icon Collective has established a Student Code of Conduct in order to maintain an educational environment reflective of the standards of a professional workplace. Students are expected to abide by this code as well as all local, state, and federal laws, both on campus, at school sponsored activities off-campus, and in the Icon Collective online environment.

- Behave in a professional and appropriate manner at all times.
- Be respectful and courteous to faculty, staff, and classmates.
- Abide by all Icon Collective policies.
- Participate in all classes.
- Log in early and stay until class ends.
- Log in prepared with all required supplies and equipment.
- Complete and turn in coursework, projects, and assignments on time.
- Notify the instructor in advance if you are unable to participate or need help.
- Maintain Satisfactory Academic Progress by keeping an average of 2.0 or higher.
- Do not use or distribute illegal software.

This list of examples is not intended to be all-inclusive. Icon Collective reserves the right to act in the best interest of the students, faculty and staff and may deem actions committed by a student to be a conduct violation although the action does not appear on a list of examples. A student who violates this Code of Conduct will face disciplinary action up to and including dismissal from the program.

## Policy on Sexual Harassment

Icon Collective is committed to providing a place of work and study free from sexual harassment and all forms of sexual intimidation and exploitation. Any student, staff person, or faculty member engaging in such behavior will face prompt and appropriate corrective action.

All forms of sexual harassment in the workplace are against the law and will not be tolerated, including, but not limited to, unwelcome sexual advances; requests for sexual favors; physical conduct of a sexual nature; sexual pranks, repeated sexual teasing, jokes or innuendo, in person or via text, email or other online communication; verbal abuse of a sexual nature; touching or grabbing of a sexual nature; repeatedly standing too close; and repeated asking another person to socialize off-campus.

If you feel that you are the victim of sexual harassment, contact any member of the Icon Collective staff at your earliest opportunity.

## Drug and Alcohol Policy

Absolutely no drugs or alcohol are allowed when participating in the Icon Collective Online program at any time. Students found to be under the influence of drugs or alcohol or engaged in the unauthorized use or distribution of drugs or alcoholic beverages are subject to disciplinary action up to and including dismissal from the program. There may also be legal implications for students in violation of the drug and alcohol policy.

## Family Education Rights and Privacy Act Of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Icon Collective receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Icon Collective discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Icon Collective in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Icon Collective who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Icon Collective.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by Icon Collective to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of personally identifiable information from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

Icon Collective may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Icon Collective whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## **Complaints and Grievances**

A student who has a concern, complaint, or grievance should attempt to resolve the issue in an appropriate and professional manner by speaking with the instructor, staff member, or student in person, by email, via the Icon Collective Online platform, or by telephone. If the concern, complaint, or grievance is not resolved satisfactorily, the student may contact the Director of Education in person, by email, via the Icon Collective Online platform, or by telephone for assistance. The Director of Education is available during normal business hours.

The Director of Education will contact the appropriate parties, investigate the complaint, and direct appropriate action to resolve the issue(s). If the student does not feel that the concern, complaint, or grievance has been satisfactorily resolved, he or she can appeal to the Campus Director in writing.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Photo Release Policy**

Icon Collective classes, workshops, seminars, and other events may be photographed, videotaped, screen captured, and/or recorded for use in promotional or academic materials, including brochures, publications, print ads, tutorials, social media, and other forms of electronic media. FERPA (Family Educational Rights and Privacy Act) recognizes photographs as a form of Directory Information. Students may opt-out of being included in Directory Information (including photographs) by signing a FERPA Directory Information Opt-Out form available from the Registrar's office.

## **Intellectual Property Policy**

Students who create academic works, musical works or other copyrightable creative works while enrolled at Icon Collective retain the copyright to such works.

Copyright ownership in a work submitted by a student in the completion of academic requirements remains with the student, provided that, unless otherwise agreed in writing, by submitting the work for class credit, the student shall be deemed to have granted a non-exclusive, worldwide, royalty-free license to Icon Collective to make the work available to the Icon Collective community through electronic or other means. The use of the work is limited to promotional, advertising, and academic purposes.

# ONLINE MUSIC PRODUCTION PROGRAM

## Program Description

18 Month Diploma Program

379 Clock Hours / 43 Credit Hours

The Online Music Production Program is an immersive educational experience that provides students a well-balanced study of modern music production guided by working professionals. Course work includes studio production techniques, digital audio workstation operation, songwriting, arranging, music business, and synthesis. One-on-one weekly mentoring sessions, ear training, and personal development courses inspire creativity and round out the skill set necessary for artists to thrive in the 21st century music and entertainment industries.

## Program Objective

The Online Music Production Program prepares students to become music producers, composers, performers, recording artists, professional DJs, and entrepreneurs in the entertainment industry.

## Potential Careers

Graduates of the Online Music Production Program are prepared to create entrepreneurial careers in a wide range of roles within the music industry. Some of the most common are:

- Music Producer
- Composer
- Songwriter
- Sound Designer
- DJ
- Performer
- Artist Manager
- Digital Mixer
- Booking Agent
- Record Label Owner
- Entrepreneur
- Promoter

## Course Schedule

Each quarter is eleven (11) weeks in duration and includes four individual courses. The order of courses is predetermined. The only electives are optional additional Studio Mentor courses.

Each week, students have a live, real-time, one-on-one Studio Mentor Session with their industry mentor for the quarter. This happens at a specific, scheduled time when the student and teacher log in to an online Adobe Connect session together. This is the only learning activity that requires the student to be online at a specific time.

Instructors hold office hour sessions that students can join live and in real time, if desired. These office hour sessions explore the current class projects and expand upon the reading and video content for the week. It is highly recommended that students take part in the office hour sessions whenever possible. For students who are unable to participate in real time, these interactive sessions are recorded and can be viewed at another time.

<b>Series 1: Intro to Music Production</b>		<b>6 Credit Hours</b>	<b>58 Clock Hours</b>
DAW110-OL	Ableton Live I	2 Credit Hours	17 Clock Hours
REC111-OL	Synthesis I	1 Credit Hour	12 Clock Hours
MUS112-OL	Arrangement	1 Credit Hour	13 Clock Hours
MUS113-OL	Studio Mentor I	2 Credit Hours	16 Clock Hours

<b>Series 2: Intro to Music Production 2</b>		<b>8 Credit Hours</b>	<b>67 Clock Hours</b>
DAW120-OL	Ableton Live II	2 Credit Hours	18 Clock Hours
REC121-OL	Synthesis II	2 Credit Hour	17 Clock Hours
MUS110-OL	Keyboard Techniques I	2 Credit Hour	16 Clock Hours
MUS123-OL	Studio Mentor II	2 Credit Hours	16 Clock Hours

<b>Series 3: Intermediate Music Production</b>		<b>8 Credit Hours</b>	<b>66 Clock Hours</b>
REC212-OL	Ear training I	2 Credit Hours	18 Clock Hours
REC110-OL	Studio Techniques I	2 Credit Hour	16 Clock Hours
MUS120-OL	Keyboard Techniques II	2 Credit Hour	16 Clock Hours
MUS213-OL	Studio Mentor III	2 Credit Hours	16 Clock Hours

<b>Series 4: Advanced Production and Mixing</b>		<b>8 Credit Hours</b>	<b>66 Clock Hours</b>
MUS210-OL	Keyboard Techniques III	2 Credit Hours	16 Clock Hours
REC220-OL	Studio Techniques IV	2 Credit Hour	17 Clock Hours
REC222-OL	Ear Training II	2 Credit Hour	17 Clock Hours
MUS223-OL	Studio Mentor IV	2 Credit Hours	16 Clock Hours

<b>Series 5: Introduction to Songwriting</b>		<b>7 Credit Hours</b>	<b>62 Clock Hours</b>
MUS220-OL	Keyboard Techniques IV	2 Credit Hours	16 Clock Hours
MUS211-OL	Songwriting I	2 Credit Hour	18 Clock Hours
BUS120-OL	Music Business I	1 Credit Hour	12 Clock Hours
MUS225-OL	Studio Mentor V	2 Credit Hours	16 Clock Hours

<b>Series 6: Advanced Songwriting and Creativity</b>		<b>6 Credit Hours</b>	<b>60 Clock Hours</b>
BUS210-OL	Music Business II	1 Credit Hours	12 Clock Hours
MUS221-OL	Songwriting II	2 Credit Hour	20 Clock Hours
MUS212-OL	Art of Flow	1 Credit Hour	12 Clock Hours
MUS226-OL	Studio Mentor VI	2 Credit Hours	16 Clock Hours

## **Additional Training and Support**

Ongoing interaction with the Icon Collective community of students, graduates, faculty, and mentors is critical to academic and creative growth. Icon Collective Online students are encouraged seek support and academic assistance in a variety of ways:

- Weekly Studio Mentor Sessions are the best way to get additional help. Before your Mentor Session begins, prepare to discuss your concerns or difficulties.
- Interactive Instructor Office Hour Sessions are a good opportunity for real-time guidance.
- Instructors are also available to give assistance by email and will respond as soon as practical, given time zone differences.
- Student forums on the Icon Collective Online platform are a great way to get ongoing peer and instructor feedback.
- Students are encouraged to collaborate whenever possible.
- Guest Q&A sessions allow students to interact with industry professionals on a regular basis. Q&As normally occur every week and provide an opportunity to learn from a wider range of people from within the industry.

## **Enrolling in a Series for One Quarter**

Students enrolling in the individual Series 1-6 rather than the full 18-month Online Program do so with the understanding that these courses are avocational (for personal enrichment) and do not lead to employment.

# COURSE DESCRIPTIONS

## Series 1: Intro to Music Production

6 Credit Hours / 58 Clock Hours

11 weeks

### DAW110-OL Ableton Live I

2 Credit Hours / 17 Clock Hours

Prerequisites: None

Explores the unique traits of Ableton Live and its non-linear approach to music production. Coursework investigates many of the ways Ableton Live can be user configured for both studio music production and live performance. Projects and lessons include how to create, open, and save projects, use hot keys, import, edit, and warp audio, work with MIDI clips, understand the session view and the arrangement view windows, manipulate software instrument tracks and synths, route dynamic and time-based effects, quantize, and employ the groove pool.

### REC111-OL Synthesis

1 Credit Hour / 12 Clock Hours

Prerequisites: None

A step-by-step approach to understanding the basics of subtractive synthesis and its components. Course work includes an exploration of waveforms, oscillators, filters, Low Frequency Oscillators (LFO), modulation, envelopes, and waveform parameters.

### MUS112-OL Arrangement

1 Credit Hour / 13 Clock Hours

Prerequisites: None

Focuses on the analysis of real world examples in popular music. Develops an understanding of song structure and standard arrangement techniques that form the foundation of compositional studies.

### MUS113-OL Studio Mentor I

2 Credit Hours / 16 Clock Hours

Prerequisites: None

A weekly in-studio mentoring session with a professional producer. Mentors provide guidance in the production of the student's original music and monitor the student's progress in other courses, providing assistance and tutoring where needed. The Studio Mentor courses provide a constant source of support to help ensure academic success.

## Series 2: Intro to Music Production 2

8 Credit Hours / 67 Clock Hours

11 weeks

### DAW120-OL Ableton Live II

2 Credit Hours / 18 Clock Hours

Prerequisites: Ableton Live I

Advanced Ableton Live production techniques, including clip envelopes, Max4Live, arrangement tools, and creative approaches to creating live performances. Coursework develops the ability to map MIDI controllers, slice to MIDI, and utilize Ableton's mixing and mastering tools.

### **REC121-OL Synthesis II**

2 Credit Hour / 17 Clock Hours

Prerequisites: Synthesis I

Intermediate synthesis concepts. Topics include Frequency Modulation (FM), physical modeling, sampling, and additive. Coursework surveys contemporary professional software synthesizers Massive, FM8, Sylenth, Nerve, Addictive Drums, and various Kontakt libraries.

### **MUS110-OL Keyboard Techniques I**

2 Credit Hours / 16 Clock Hours

Prerequisites: None

Introduction to the basic concepts of music theory and its applications in songwriting using the keyboard. Topics include motor skills, ear training, major and minor scales, chords, inversions, and harmonic structures.

### **MUS123-OL Studio Mentor II**

2 Credit Hours / 16 Clock Hours

Prerequisites: All Series 1 Courses

A weekly in-studio mentoring session with a professional producer. Mentors provide guidance in the production of the student's original music and monitor the student's progress in other courses, providing assistance and tutoring where needed. The Studio Mentor courses provide a constant source of support to help ensure academic success.

## **Series 3: Intermediate Music Production**

8 Credit Hours / 66 Clock Hours

11 weeks

### **REC212-OL Ear Training I**

2 Credit Hours / 18 Clock Hours

Prerequisites: All Series 2 courses

Functional and philosophical ear training. Investigates basic ear training techniques to help students understand what they are hearing both technically and critically. Practical exercises unlock nuances in the ear-mind connection, empowering students to better understand what they hear and to apply this knowledge towards the development of better music.

### **REC110-OL Studio Techniques I**

2 Credit Hours / 16 Clock Hours

Prerequisites: None

An exploration of the principles of digital recording and the best practices of professional music production. Presentations and exercises include microphone selection and placement, signal processing, recording, mixing, and editing.

### **MUS120-OL Keyboard Techniques II**

2 Credit Hours / 16 Clock Hours

Prerequisites: Keyboard Techniques I

Introduction to the concept of melodic development. Projects involve creating simple melodic phrases. Coursework topics include harmonic and non-harmonic tones including suspensions, anticipations, passing and neighboring tones, as well as expanding harmonic progressions into more complex and compelling extended musical passages.

**MUS213-OL Studio Mentor III**

2 Credit Hours / 16 Clock Hours

Prerequisites: All Series 2 courses

A weekly in-studio mentoring session with a professional producer. Mentors provide guidance in the production of the student's original music and monitor the student's progress in other courses, providing assistance and tutoring where needed. The Studio Mentor courses provide a constant source of support to help ensure academic success.

**Series 4: Advanced Production and Mixing**

8 Credit Hours / 66 Clock Hours

11 weeks

**MUS210-OL Keyboard Techniques III**

2 Credit Hours / 16 Clock Hours

Prerequisites: Keyboard Techniques II

Explores notes outside of the scale and how they impact emotion. Designed to expand upon the ideas presented in Keyboard Techniques I & II, this course explores melodic and harmonic complexity, the use of rhythm in harmony and melody as well as the arranging of sections within songs to create full-length compositions. Coursework involves combining parallel scales, diatonic substitutions, modal interchange, and harmonic rhythm. Students expand their musical vocabulary and their ability to combine different sections of music into complete compositions.

**REC220-OL Studio Techniques IV**

2 Credit Hour / 17 Clock Hours

Prerequisites: Studio Techniques I

Mixing and mastering music to achieve commercial grade results. Projects involve creating mixes that are rich in dynamics, an appropriate frequency/tonal balance, and three dimensional in depth and imaging. Coursework includes setting up groups and stems, using automation, and mastering digital audio files for distribution.

**REC222-OL Ear Training II**

2 Credit Hour / 17 Clock Hours

Prerequisites: Ear Training I

Advanced technical and critical ear training techniques. Coursework involves identifying chord progressions in songs and frequencies in drum/synth/vocal tones, and relaying ideas more effectively. Aesthetic discussions support the ability to listen and make creative decisions.

**MUS223-OL Studio Mentor IV**

2 Credit Hours / 16 Clock Hours

Prerequisites: All Series 3 courses

A weekly in-studio mentoring session with a professional producer. Mentors provide guidance in the production of the student's original music and monitor the student's progress in other courses, providing assistance and tutoring where needed. The Studio Mentor courses provide a constant source of support to help ensure academic success.

## **Series 5: Introduction to Songwriting**

7 Credit Hours / 62 Clock Hours

11 weeks

### **MUS220-OL Keyboard Techniques IV**

2 Credit Hour / 16 Clock Hours

Prerequisites: Keyboard Techniques 3

Introduction to alternative scales, fully extended harmonies, secondary harmony, and modulation.

Students play one of their own compositions on the keyboard at the end of the course, utilizing all of the concepts they have been exposed to throughout the program.

### **MUS211-OL Songwriting I**

2 Credit Hours / 18 Clock Hours

Prerequisites: All Series 4 courses

Examines the core components that make up great songs. Songwriting is examined and demystified as both a career and a process. Instills a greater command of writing lyrics, melodies, and hooks, writing for vocalists, and the collaborative songwriting process.

### **BUS120-OL Music Business I**

1 Credit Hour / 12 Clock Hours

Prerequisites: None

Establishes a foundation of general business practices for music industry entrepreneurs. Coursework includes how to navigate the entertainment industry, protect their intellectual property, and function within the ever-evolving music industry.

### **MUS225-OL Studio Mentor V**

2 Credit Hours / 16 Clock Hours

Prerequisites: All Series 4 courses

A weekly in-studio mentoring session with a professional producer. Mentors provide guidance in the production of the student's original music and monitor the student's progress in other courses, providing assistance and tutoring where needed. The Studio Mentor courses provide a constant source of support to help ensure academic success.

## **Series 6: Advanced Songwriting and Creativity**

6 Credit Hours / 60 Clock Hours

11 weeks

### **BUS210-OL Music Business II**

1 Credit Hour / 12 Clock Hours

Prerequisites: Music Business I

In-depth study of the core fundamentals of the music business. Coursework explores developing an artist's brand and creating revenue streams. Establishes a solid understanding of publishing, licensing, Performing Rights Organizations, touring, and personal branding.

### **MUS221-OL Songwriting II**

2 Credit Hours / 20 Clock Hours

Prerequisites: Songwriting I

Advanced lyric and songwriting concepts. Classwork focuses on writing vocal harmonies, re-harmonizing existing melodies, developing hooks, and how to break free from norms and clichés.

**MUS212-OL The Art of Flow**

1 Credit Hour / 12 Clock Hours

Prerequisites: All Series 5 courses

Introduction to techniques used to tap into an artist's creative potential and talent. Students learn how to overcome writer's block and continue the flow of creativity throughout the process of developing their music. Discussions focus on critical analysis and overcoming fear, trusting their creative intuitions, developing exercises to maintain inspiration, and learning to apply discipline, dedication, and faith in the development of a unique artistic path

**MUS226-OL Studio Mentor VI**

2 Credit Hours / 16 Clock Hours

Prerequisites: All Series 5 courses

A weekly in-studio mentoring session with a professional producer. Mentors provide guidance in the production of the student's original music and monitor the student's progress in other courses, providing assistance and tutoring where needed. The Studio Mentor courses provide a constant source of support to help ensure academic success.

## FACULTY AND STAFF

Icon Collective employs individuals with a passion for music for both staff and faculty positions. All faculty members have the academic, experiential, and professional qualifications to teach, including a minimum of three years of working experience, education, and training in current practices of the subject area taught. All faculty members are working professionals, and their availability to teach varies from quarter to quarter.

### Administration and Staff

Christopher Wight                      Co-Founder, CEO

Christopher Wight is a veteran musician, performer, songwriter, and producer. In 2005, Christopher and musical mastermind David Alexander Valencia co-founded Icon Collective and created the pioneering Music Production Program as an avenue for artists and producers to obtain the skills and knowledge necessary to carve out successful careers in the music business. As an Icon Collective instructor, Christopher knows first-hand how the modern music scene works. He has toured the globe as a major label musician, collaborated on projects with some of the most prestigious leaders in the music business, and currently serves as one half of the electronic hybrid, *Icon Underground*, again with the yin to his yang, David Alexander.

David Alexander Valencia              Co-Founder

David Alexander studied music production with the legendary pioneer of electronic music, Thomas Dolby, in the early '90s. Thomas was a mentor to David and introduced him to the world of Electronic Music technology. David toured as a keyboardist with legends of funk such as the Gap Band and refined his production skills by scoring music for several top video games including Quake II, Quake III Arena, 007 James Bond Tomorrow Never Dies, and O. These scores received major acclaim and were released independently of the games as soundtracks. His music has also appeared in movies, including Rush Hour, Fridays, and K-19 the Widow Maker. David's recent projects include producing remixes for artists such as Prince, U2, Nirvana, Annie Lennox, Justin Timberlake, and Gwen Stefani. His passion is working with DJs and artists in the dance and electronica scene.

Waseel Amoura                          Admissions Advisor

Education: Bachelor of Science in Marketing, Diploma in Music Production-Icon Collective  
Professional Experience:

Waseel is an artist, producer, DJ, writer, and engineer working under the duo Tastebreakers. His love for music started in High School, when he was first introduced to the art of DJing his freshman year. After playing local parties in his hometown, he began throwing his own events, which became a full time business while he attended San Jose State. After throwing multiple shows in Los Angeles and the Bay Area, Waseel decided to pursue his passion for music full-time and applied to Icon Collective, where he graduated from in 2016. Waseel now works as an Admissions Advisor giving tours, conducting interviews, and helping prospective students along their journey to joining the collective.

Emily Bell                                  Campus Coordinator

Education: B.A. Theatre Arts – University of Iowa

Professional Experience:

A Minnesota native, Emily moved to New York and then Los Angeles to pursue her acting career. Recent projects include the short film Future Boyfriend, in which Emily starred and co-produced, as well as a featured role in Brent Spiner's web series Fresh Hell. Emily also hosts the weekly web series Girlz in the 'Wood, providing a platform for fellow actors, writers, performers, and creatives to share stories of pursuing their dreams in Hollywood.





Ian Grow Admissions Advisor

Education: Diploma, Music Production Program – Icon Collective

Ian graduated from Icon Collective in 2015 and continues to pursue his passion in music as a producer, songwriter, lyricist, and mixing engineer. Aside from his music, Ian is part of the admissions team at Icon Collective, assisting artists who are considering taking the next step in their creative journeys. Ian participates in campus tours, open houses, and other campus events.

Berny Herrera Director of Finance and Human Resources

Education: Certificates in Personnel Management – UCLA Extension

Professional Experience:

Berny Herrera has a background in international business development with over 15 years of experience in departmental and personnel management across several industries. He managed U.S. operations for Creative Kingdom, Inc., an international architectural design firm with concerns in the entertainment field including music, animation, and multi-media. He also worked for Universal Studios in the theme park division, managing their Document Control service department, both in the US and Japan. Berny joined Icon Collective in 2012 and oversees finance, purchasing and human resources.

Sean Jeria Admissions Advisor

Education: Diploma, Music Production Program – Icon Collective

Professional Experience:

Sean is a lyricist, producer, musician, songwriter, and mixing engineer under his own name and as part of the duo Twin Scale. His new company, All Day Entertainment, is currently in development. Sean conducts campus tours and works with prospective students to help them determine if the Icon Collective Music Production Program is the right educational path for them.

Sam Johnson Campus Coordinator

Education: B.S. in Audio Engineering & Technology, Belmont University

Sam grew up around classic studios such as Oceanway and RCA B as a kid in Nashville, TN, and it was there that he was introduced to his love of sound, music and the recording process. After obtaining his degree from Belmont University for Audio Engineering & Technology, he set out for the San Francisco video game scene to learn the fundamentals of sound design and eventually brought the other-worldly sounds of his work to commercial production with companies such as Uber, Al Jazeera America, and the NHL. When Sam isn't in the studio, he enjoys camping, hiking, rock climbing and photographing his travels.

Candace Koller Registrar and Custodian of Records

Education: B.S. Entertainment Business – Full Sail University; A.S. Recording Arts – Full Sail University

Professional Experience:

Candace began her career as the studio manager at Crawford Post in Atlanta then went on to manage Studio VU in Miami. She joined the Full Sail Advisory Board and then the faculty before moving to Los Angeles where she taught courses and managed the Student Services department at the Los Angeles Film School. Before joining Icon Collective, Candace developed studio designs for A-List clients at Westlake Audio. Candace's responsibilities include managing all academic records, scheduling, and resources for students and staff.

Steve Miller Campus Director

Education: Bachelor's in Entertainment Business- Full Sail University

Professional Experience:

Steve started as a musician in his childhood, turning pro in his teens. His interest in technology led him to synthesizers and recording/live sound engineering. He moved from Pittsburgh to Los Angeles to continue his career as a studio engineer with mixes and remixes for Dave Audé, Coldplay, Enrique Iglesias, Madonna, Pussycat Dolls, Sting, Gorillaz, Korn, Tribe Called Quest, Paul Oakenfold, Lee Ann Rimes, Faith No More, Annie Lennox, Carl Cox, DJ Dan and Stanley Clarke (film scores). He found a love for teaching at the Los Angeles Recording Workshop followed by a career as Program Director at the Los Angeles Recording School. Steve is a voting member of the Producer & Engineer Wing of the Recording Academy (Grammys) as well as a member of the Audio Engineering Society.



## Faculty

### **Matt Bang**

Faculty Member Since 2018

Education: Bachelor of Music, Music Production and Engineering- Berklee College of Music

Professional Experience:

Matt Bang is a Los Angeles based music producer, songwriter, and engineer. As the son of a pianist and opera singer, he started his musical studies at the age of 3. Upon graduating The Berklee College of Music, he began his career as an intern for Interscope Records. Since then, he's established himself working with world-renowned artists including Timbaland, Justin Bieber, and Missy Elliot, among many others. His productions draw from many musical styles with an emphasis on vocals. Currently, Matt's focus is launching his own brand, The Way Muzic; music with purpose and a positive message.

### **Mesta Bish**

Faculty Member Since 2016

Education: Associate of Science in Recording Arts from Full Sail University

Professional Experience:

Mesta Bish began his audio career as a studio intern and moved to an assistant engineer, strengthening his craft in the studio. An alumnus of Full Sail University, Mesta moved to New York City becoming a founding partner of nVMe Productions. Gaining credits with artists and companies such as Adele, 50 Cent, Peter Bjorn and John, Mick Boogie, Big Sean, Brandy, Adidas, Nike, Sony, Universal, Interscope, NFL, Fox Sports, Travel Channel, Hot97 and more. nVMe released the Kaley Victoria Rose project in 2014, an album pushing the bounds of sound and art. Teaching for over a decade, Mesta travels between recording adventures archiving acoustics of historic buildings by capturing reverbs of abandoned locations using an nVMe designed 3D microphone.

### **Sean Blakey**

Faculty Member Since 2011

Education: A.S. Recording Arts – The Los Angeles Film School

Professional Experience:

Sean comes to Icon Collective with extensive studio and live performance experience, including working as a musician, producer, studio engineer, and live sound technician. Sean has also mixed and mastered tracks for many artists including DJ Muggs (Cypress Hill), Chuck D (Public Enemy), Danny Brown, Dizzee Rascal, and Virus Syndicate. As a DJ, he has remixed and released tracks with House of Pain, Figure, Bare, and many more. Sean has mentored notable Icon Collective students and graduates, including Protohype, Slander, Lookas, and Destyn.

### **Ryan Browne**

Faculty Member Since 2015

Education: B.A. Professional Music – Berklee College of Music

Professional Experience:

Ryan is a producer, DJ, remixer, drummer, and percussionist. Growing up a multi-instrumentalist, Ryan was able to develop a well rounded understanding of music, and landed his first professional gig playing drums for Axiz Live (Jive Records) at fifteen. After beginning producing at Berklee College of Music, he was catapulted into working with Madison Jones of Depasse Jones Entertainment and eventually locked in four releases on Borgore's electronic imprint, Buygore Records. Upon confirming his early graduation, he was also granted the opportunity to do an official remix for the Zebbler Encanti Experience. Ryan is currently gearing up for future releases and actively performing.

### **Sam Burke**

Faculty Member Since 2015

Education: Bachelor of Music, Synthesis - Berklee College of Music

Professional Experience:

Sam is a LA based producer, sound designer, and keyboardist. He started learning piano at age 6 and making hip hop beats in the 9th grade. He was crowned Boston Beat Battle Champion before entering Berklee College of Music in 2003. After graduating in 2007, Sam co-founded the band CliffLight which has played major music festivals and licensed its music to likes of NBC and Jet Blue. Sam creates music and sound design for companies like Reebok and Dupont. In 2014, Sam got his first album placement with a signed artist with his remix for Capital Cities (Capitol Records).

### **Carla Carter**

Faculty Member Since 2016

Professional Experience:

Carla is an American singer/songwriter. She has written and co-written for Usher, Janet Jackson, Beyoncé, Keyshia Cole, Ruben Studdard, Chaka Khan, Charlie Wilson and more. Carla is signed to legendary producers Jimmy Jam and Terry Lewis at Flyte Tyme Productions/Sony ATV. She worked on the 2011 Grammy award winning project Raymond vs. Raymond (Usher) and was nominated in 2012 for her work on Trin-I-Tee 5:7's Angel & Chanelle.

### **Hisham Dahud**

Faculty Member since 2016

Education: Bachelor's in Marketing- San Francisco State University

Professional Experience:

A lifelong musician, Hisham embraced the business side of music in 2010 working with the legendary DJ Shadow on marketing and merchandise, also documenting the burgeoning music / tech scene in San Francisco for Hypebot and Billboard. Hisham helped launch Fame House, a global agency with a modern approach to digital marketing and merchandising for Eminem, Tiësto, Pearl Jam, Ice Cube, Beatport, Richie Hawtin, Loco Dice, Chris Liebing and other electronic music mainstays. In 2016, Universal Music Group acquired Fame House. An entrepreneur at heart, Hisham exited shortly after to focus on select clients and return to music. He remains an active musician – drumming and composing original music. You can find him skateboarding the streets of Los Angeles, utterly consumed with professional wrestling, or enveloped in a video game.

### **Jerry DiPhillippo**

Faculty Member Since 2015

Education: Diploma, Audio Technology – SAE Institute Miami

Professional Experience:

In addition to earning a diploma from SAE Institute, Jerry continued his education at Westchester University as a music theory and composition major. Jerry is an Ableton Certified Trainer and a musician, engineer, and performer. He currently releases original electronic music, remixes, and performs as *BigJerr*, a high energy open format DJ and up-and-coming trap/glitch/hype/dub step/Melbourne Bounce producer and performer. Although his background is in conventional instruments, Jerry is particularly interested in Controllerism/Finger Drumming with primary focus on grid controllers and enjoys building custom MIDI controllers of his own design.

### **Petey Evans**

Faculty Member since 2017

Professional Experience:

Hailing from Southwest Virginia, Petey has lived and worked in Los Angeles for the last four years as a songwriter, producer, DJ, and A&R for Night Bass Records. He has toured internationally under the alias Petey Clicks since 2013, serving as Night Bass resident and playing festivals like EDC, Electric Forest, HARD Fest, and Shambhala. Petey began his teaching career at Dubspot, where he worked as an Ableton instructor.

### **Vito Finamore**

Faculty Member since 2016

Education: Associate of Science in Recording Arts- Full Sail University

Professional Experience:

Vito Finamore is Producer/DJ/Audio Engineer with a career spanning over 10 years. After graduating, he relocated to New York City where he co-founded nVMe Productions. Vito has earned credits mixing/mastering and producing with artists and companies such as Duckdown Records, Torae, Skyzoo, Emilio Rojas, DMC (Run DMC), Daytona, Adidas, Fredrick Yonnet, Styles P and many more. nVMe Productions released a unique sound with "Kaley Victoria Rose" using a unique Binaural Microphone they created for the project. Vito taught for over 2 years at The Institute of Audio Research in Manhattan, NY where he was the Pro Tools Certification Instructor and spent a year as a instructor at Pinnacle College in Los Angeles teaching Pro Tools, Logic, studio fundamentals, mixing, and mastering.

### **David Garcia**

Faculty Member Since 2013

Education: B.A. Media Studies – University of California, Berkeley

Professional Experience:

David started his entertainment career as a mix-show DJ and show producer for KYLD 94.9 FM in San Francisco then worked for Apple as a Specialist/Creative presenting workshops and one-to-one training sessions. In partnership with Grammy nominated remixer Richard Vission, he is the co-founder of Solmatic Records, an early home to Avicii, Luciana, and Morgan Page. As a producer and remixer, he worked with Nelly Furtado, Snoop Dogg, Jonathan Davis of Korn, Carina Round, and Dave Aude. David is certified in ProTools and Logic and was the music editor for national commercial campaigns by Budweiser, Nissan, and Universal Studios. He was the music supervisor for the influential street art documentary Bomb It and has licensed his music to television shows including The Ellen Show, So You Think You Can Dance, and CSI.

### **Adam Glassco**

Faculty Member since 2017

Professional Experience:

Adam Glassco aka Flinch has been producing and toured as a DJ in the EDM scene for 10 years. He has released original music on such labels as SMOG, OWSLA and Buygore and collaborated with dance artists such as 12th Planet and Diplo as well as more main stream acts such as Korn, Ellie Goulding and Big Sean.

### **Adam Haggar**

Faculty Member Since 2015

Education: B.S. Music Technology – University of North Carolina

Professional Experience:

Adam is a producer, engineer, musician, and educator who has worked in nearly every aspect of contemporary music. Beginning in NYC, Adam worked on projects for Kanye West, Scissor Sisters, Moby at Big Blue Meenie and Manhattan Center Studios with producers like Dan Grech-Marguerat and Jimmy Douglas. Adam moved to LA in 2007 where he has focused on producing and songwriting as well as being the production manager for the Fonda Theater.

### **Kerry Herrman**

Faculty Member Since 2014

Education: Bachelor of Music, Music Synthesis – Berklee College of Music

Professional Experience:

Prior to joining Icon Collective, Kerry served as an adjunct faculty and support staff in Berklee's Music Synthesis department, offering technical support to students and faculty as well as teaching specialized seminars on vocal production, sound design, and mixing. Kerry writes and produces original music and has had songs, remixes, and vocal collaborations with artists Andrew Bayer, Matt Lange, and others released on Anjuna, Enhanced, Nuevadeep, and other record labels. She has also designed presets for the H3000 Factory plugin released by Eventide in 2012.

### **Paul Laski**

Faculty Member Since 2012

Education: M.A. Public Communications – Fordham University, New York

Professional Experience:

Paul is an Ableton Certified Trainer with five years of teaching experience at DubSpot NY and Icon Collective. Under the name P-LASK, Paul has over a decade of experience in electronic music as a producer, remixer, sound designer, DJ, and performer at events from New York to Los Angeles. He is the owner of the record label Electric Dangerous Music, and has done remix work for artists such as Abe Duque, Divisible, Pointe Claire, Edian (UK), Rainer Hoeglmeier (Germany), and Wei Wei (China). His DJ mixes have been featured on the UK's Off the Chart Radio, Pacifica Radio Network's Trance on the Porch mix show, Pure.fm, and SiriusXM Satellite Radio. Additionally, Paul designed sounds for the factory preset library of XFER Records' SERUM software synthesizer.

### **Malachi Mott**

Faculty Member Since 2015

Education: B.A. Music Production & Engineering – Berklee College of Music

Professional Experience:

Malachi is a music producer and mix engineer from New York with a background in varied styles of music including jazz, classical, and marching band. After studying synthesis, music production, and engineering in college, he worked at the No Excuses Studio in Interscope Records. Malachi has worked with top industry professionals such as Zedd, Ty Dolla \$ign, Sia, Ester Dean, and Jeff Bhasker.

### **Mikeldi Murguia**

Faculty Member Since 2017

Education: Bachelors in Recording Arts- SAE, Bachelors in Music Business- Musician's Institute

Professional Experience:

Mikeldi Murguia has worked as a professional in the music industry for over 12 years. His versatility and experience has led him to take on roles such as songwriter, producer, composer, artist and executive. He writes and performs under the monikers Biogenesis & Buzzwak, with which he has a long history of performances and international tours, playing for crowds of over 100,000 people and touring on almost every continent. As a producer, he has worked with several Grammy and Oscar nominated writers and artists. As a label executive, he founded and runs R3GMA, a record label and publishing company, with a catalog of over 50 releases and hundreds of placements on TV, film, video games, and advertising campaigns. Mikeldi is excited to bring this breadth of experience to the field of teaching by mentoring and working with young emerging artists.

### **Chico Nadal**

Faculty Member Since 2013

Professional Experience:

Universal, Sony, The Cataracts, and DEV all know Chico Nadal for coming up with creative ways to remix hit records and repurpose songs into something fresh and exciting. From production to mixing, Chico brings a quality and depth to each and every project. His talents extend through many sectors, including music, film, and television.

### **Richard Nash**

Faculty Member Since 2012

Education: B.S. Composition and Live Performance – Musician's Institute

Professional Experience:

Bringing devastating bass lines and infectious melodies to listeners everywhere, Richard Nash embodies music in everything he does. His knowledge and skill in composition, sound design and production were forged in the trenches of the practice room, the studio, and the stage. He has expertise in many styles of music including electro, drum and bass, house, dubstep, and glitch hop. Richard is also fluent in jazz, Latin, and classical music, and relishes sharing his knowledge and experience with his students.

### **Matt Nauss**

Faculty Member Since 2017

Education: B.A. Music Composition – Columbia College (Chicago)

Professional Experience:

A composer and producer, Matt is originally from the Midwest. A lifelong musician, he's produced and performed music of all genres: from opera and contemporary classical to pop, punk, hardcore, trap and Jersey club. While living in Chicago he was heavily involved in event production for nightclubs and music festivals. Since becoming a Los Angeles resident, Matt's focus has turned toward sync licensing and scoring for ads, features and short films, web series, podcasts and video games. On his own time Matt can be found combining experimental sounds with pop and dance music.

### **Orion Navaille**

Faculty Member Since 2015

Education: B.A. Music Recording and Technology – California State University Monterey Bay

Professional Experience:

Orion graduated from the California State University of Monterey Bay with a degree in Music Recording and Technology. He is an accomplished guitarist and producer who has spent the last two years working as an engineer for Joachim Garraud at Paramount Recording Studios.

### **Jon Pegnato**

Faculty Member since 2016

Education: Certificate in Recording Engineering from Los Angeles Recording Workshop

Professional Experience:

Jon's passion for producing came in 2001 while attending the LA Recording Workshop. While he describes the first track he ever made as "quite s\*\*t," his dedication to the craft of production for 15 years has yielded impressive results under numerous monikers including LA Riots, Hot Mouth, and Cobra Effect, playing festivals like EDC, Coachella, Outside lands, and many more. His experience in the dance music industry extends to A&R, remixing, collaborations, and ghost production, working with Mau5trap, Spinnin', Kaskade, Deadmau5, Fedde Le Grand, Icona Pop, Britney Spears, Tiësto, Lady Gaga, David Guetta, and Kylie Minogue. Frequently beta testing for Native Instruments, Xfer Records, LennarDigital, and Output, the Los Angeles native brandishes his extensive knowledge of engineering, songwriting, mastering, and sound design on both Logic and Ableton.

### **James Ruehlmann**

Faculty Member Since 2017

Education: B.A. Music Business – Columbia College (Chicago)

Professional Experience:

Producing under the alias of Mutrix, James first gained notoriety as a producer through his tutorials on YouTube. He quickly built a large following and shortly after releasing original music he was scooped up by a booking agency and touring full time. James has produced and written for international acts and has the most streamed Michael Jackson remix on the internet. Prior to his career as a producer he played guitar in the band At the Throne of Judgment (Rise Records). From touring in a signed band to playing EDM festivals as a DJ he has experienced the industry from multiple angles and has always been passionate about mentoring and educating younger artists and musicians.

### **Kyle Schoolmaster**

Faculty Member Since 2017

Education: Associate of Science in Music & Recording- Jamestown Community College (NY)

Professional Experience:

Kyle, also known as Oblivion, is a producer, musician and engineer. He began playing guitar at the age of 14 and became involved with hi-fi electronics a few years later when he and his friend began rebuilding tube electronics in pursuit of clear and warm audio. During this time he learned to fly small aircraft and befriended a highly experienced electronics engineer. Seven years later these disparate pursuits would come together to revolutionize Kyle's understanding in many of the important factors of the physics of audio. This also created the foundation of Oblivion's sound, style and general musical concepts often aided by revolutionary technologies.

### **Jesse Taub**

Faculty Member Since 2016

Education: Bachelor of Music- Berklee College of Music

Professional Experience:

For over fifteen years Jesse Taub has been composing, producing, and performing music in genres ranging from jazz fusion, to hip hop, contemporary pop and electronic music. He moved to Los Angeles after graduating from Berklee College of Music, and began as a runner at Interscope Studios, where he eventually established himself as an engineer, working with dozens of artists including Kendrick Lamar, Fergie, Dr. Dre, Selena Gomez, Avicii, Alesso, Polow Da Don, and American Idol. In 2011 Jesse worked with Zedd on his early single "Slam The Door," after which Zedd brought him onto his team, and they have been working together closely ever since. Since he moved to Los Angeles, Jesse has worked on more than five platinum-selling singles, and he is currently working as an independent producer and songwriter.

### **Preston Walker**

Faculty Member Since 2014

Education: B.A. Public Relations – Chapman University, California

Professional Experience:

A trained keyboardist, vocalist, and playback engineer, Preston also toured with the Chapman University Choir, traveling to Italy to sing for Pope Benedict XVI in the Sistine Chapel. He is fluent in Ableton, Logic, Pro Tools, Garage Band and Reason. Preston writes and performs live electronic music with his band Virtual Boy and runs a weekly beat-cipher series called Team Supreme. Recently, he went on tour, programming and operating playback equipment for the artist Childish Gambino. He has shared the stage with artists such as MGMT, Deva, Skilled, Bassnectar, The Weekend, and Lupe Fiasco, performing at famed festivals including ACL, SXSW, Songfest, Electric Forest, Camp Biscoe, and Lightning in a Bottle.

### **Tomas Wischerath**

Faculty Member since 2017

Education: Certificate of Audio Engineering- Conservatory of Recording Arts and Sciences

Professional Experience:

Tomas (Aka HABITAAT) is a Producer, DJ and sound designer from San Francisco, CA. An Alumni of the Conservatory of Recording Arts and Sciences, he has worked at Different Fur Studios, and has provided sound design and music for creative agencies in the Bay Area. As a producer/DJ, he has DJ'd along artists such as Whethan and Duke Dumont. Tomas has led creative music production workshops in San Francisco and Berlin, Germany, and loves to bring music producers together to create in new captivating ways.

**Michael Wyckoff**

Faculty Member Since 2016

Education: Bachelor of Music- California State University Northridge

Professional Experience:

Before finishing college Michael Wyckoff already had his music licensed in feature films such as Mom's Night Out and commercials for AMG-Mercedes. A Los Angeles native, he has partnered on campaigns with Toyota and has scored many viral projects viewed by over 30 million people, projects created by the Stress Level Zero team on the channels RocketJump/BrandonjLa. His electronic music project, Riot, has over 150,000 YouTube subscribers and focuses on virtuosic live performances, viewed over 21 million times. Michael is also an accomplished pianist and teacher. He has performed at competitions across California, played headlining slots with singer/songwriter celebrity Christina Grimmie and taught piano since the age of 16. He composed the complete soundtrack for the virtual reality game "Hover Junkies", released on the HTC Vive in April of 2016.