

**MMI**  
**COLLEGE OF  
CONTEMPORARY  
MUSIC**

**MUSICIANS INSTITUTE  
CATALOG ADDENDUM  
WINTER 2024**

Update to the Musicians Institute 2023-2024 catalog, published June 27, 2023



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## **ADMINISTRATION**

### **OWNERSHIP**

Owner – Hisatake Shibuya

### **SENIOR ADMINISTRATION**

Chief Executive Office/President – Todd Berhorst

Chief Academic Officer – Dr. Rachel Yoon

Senior Director – Jonathan Newkirk

Senior Director of Enrollment and Career Services – Steve Lunn

### **GOVERNING BOARD**

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Board Member – Bruce Kulick

Board Member – Toshihiko Fujimori

Board Member – Masanori Yamada

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Senior Director – Jonathan Newkirk

Director of Industry Programs and Faculty – Lacey Harris

Director of Performance Programs – Daniel Levin

Institutional Director Guitar Craft Academy Nashville – Mike Revis

Director of Library Services – Casey Burgess

Academic Scheduler – Lola Quintana

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Senior Admissions Advisor – Michael Coleman

Senior Admissions Advisor – Eduardo Ramirez

Senior Admissions Advisor – Paul Weinstein

Admissions Advisor – Joseph Alvarez

Admissions Advisor – Chase Carpenter

Admissions Advisor – Robert Carpenter

Admissions Advisor – Cameron Penny

Admissions Coordinator – Ariadna Urban

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Artist & Career Services Coordinator – Claudia Medina

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Director of Accounting – Kyle Denne

Accountant – Rafael Gutierrez

Accountant – Evad Fromme

### **COMPLIANCE**

Director of Accreditation and Compliance Hollywood – Ron Dziubla

### **FINANCIAL AID**

Director of Student Financial Services / VASCO – Melissa Cuesta-Booker

Financial Aid Officer – Erick Gonzalez

Financial Aid Officer – Ronnie Clark

Financial Aid Officer – Ana Singh

### **INSTRUCTIONAL & INFORMATION TECHNOLOGY SERVICES (IITS)**

IITS Supervisor – Tim Metz

Web Design/Application Developer/IT Support Technician – Keita Akutsu

Senior Programmer – Pavel Grigoryants

Helpdesk Coordinator – Laura Gavia

**IITS STUDIO & CLASSROOM TECHNOLOGY OFFICE**

Studio & Classroom Technology Manager – Kevin Estrada  
Studio Technician – Arturo Castro Lopez  
Studio Technician – Dylan Wright  
Studio Support Specialist – Rodolfo Rodriguez

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Copywriter/Social Media Manager – Daniela Cabrera  
Senior Product/Graphic Designer – Colin Goodridge  
Video Production Supervisor – Ronen Gordon

**OPERATIONS/CAMPUS SECURITY**

Director of Operations – Robert Caven  
Facility Manager – Roy Diaz  
Drum Services Coordinator – Jason Fahn

**REGISTRAR/ACADEMIC ADVISING**

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Campus Hollywood Records Manager – Shaun Vieten  
Online Student Support Administrator – Marcia James  
Student Services / Registrar Coordinator – Angie Wang

**STUDENT BILLING SERVICES**

Student Billing Supervisor – Alma Cuevas  
Student Billing Coordinator – Angel Lopez

**STUDENT SERVICES**

Director of Student Affairs – Jackie Segura  
Director of International Student Affairs – Dan Diaz  
Student Services Coordinator/DSO – Melinda Parker

**TITLE IX**

Director of Student Services/Title IX Coordinator – Jonathan Newkirk

## LEAVES OF ABSENCE (LOA)

Students must meet LOA eligibility requirements to take a leave of absence. Students who find they must take a Leave of Absence (LOA) must submit a written request to the Office of Student Affairs. The request must be mailed or personally delivered to the Office of the Office of Student Affairs, 6752 Hollywood Boulevard, Hollywood, CA, 90028. The request should contain the student's expected date of return.

### Leave of Absence (LOA) Policy\*:

- The maximum length of an LOA is 90 calendar days, or one academic quarter term.
- Students are only allowed to take one LOA within 12 months and one LOA per program.
- No LOA extension and/or exemption can be made within a 12-month period regardless of reason, including those that are medically related (scholarship exemptions can be made).
- To qualify for a LOA, students must have a cumulative GPA of 2.0 or above at the end of the current term, they must have a zero balance (Student Account/Billing) by the last day of the current quarter, and they must have a cumulative average of 66.67% course completion rate.
- Students must return to MI the following quarter (i.e., if taking Summer off, must return in the Fall)
- If approved for a LOA, MI will keep international students' I-20s active.
- Students must return to their current program. Students cannot change their program upon completing an LOA.
- An LOA must be requested during Weeks 9-13. Students will not be permitted an LOA for any quarter in which they have attended class.
- International students must have completed three consecutive quarters of the same program to take a leave of absence.
- Students cannot take leave in their last quarter.
- Students must have completed all the final exams and final projects for the current term.
- Students will not be permitted campus access during their LOA term, even if invited as guests or currently enrolled students.

\*Students must meet all the above eligibility requirements in order to be approved for a LOA.

### Withdrawal Policy:

- Students have up to two academic years from their last date of attendance to return to MI and finish their program without reapplying. They must return within two academic years. Students can continue in their program and do not have to start from the beginning.
- Returning students will start on a new track of their program. If the program requirements have changed since the student's withdrawal or termination, the student will be subject to those change(s).
- Students must complete an exit counseling session with the Financial Aid Office if the student has received Financial Aid/VA funds (Domestic Students)
- Students receiving a scholarship(s) will have their scholarship rescinded, but they may reapply for their scholarship(s) upon their return to MI (please check eligibility section).
- If applicable, the international student's OPT work permit can be affected.
- For international students, MI will terminate the student's I-20 and the student must leave the country in 15 days upon withdrawal from MI.
- Students will be charged a prorated tuition for withdrawals/terminations during weeks one through six. After week six, the student will be charged 100% of the tuition.
- Students will receive a zero refund and zero letter grades if withdrawn after week six.

## **MI SELECT POLICY (On-Campus)**

### **Definition**

MI Select is a non-certificate program designed to provide students with “a taste of MI” as an alternative to enrolling in full-time degree or certificate programs. Students can create their own customized schedule from available classes and workshops, while enjoying access to the music library, special guest clinics, extra-curricular activities, and other industry networking opportunities.

Enrollment is available at the beginning of any quarter and may be repeated for additional quarters. MI Select features a full-time schedule, including week eleven final projects and exams.

The class schedule is based on an initial evaluation and consultation with the student’s admissions advisor, where the student is provided with a list of available courses appropriate to the student’s level of knowledge and skill. Course offerings vary by quarter and some courses and programs are not available for MI Select enrollment.

Private Lessons are available for MI Select students, consisting of weekly, one-hour private lessons on the student’s primary instrument. The instructor and student jointly develop learning outcomes for the quarter based on the student’s particular interests. The instructor and student then work throughout the quarter to achieve their established learning outcomes. Requests for private lessons with a specific instructor are subject to Office of Academic Affairs approval and/or instructor availability.

### **Campus Access**

MI Select students must enroll in a **minimum of seven credits** to enjoy full access to MI’s facilities for personal practice, band rehearsals, extra-curricular activities, clinics, and seminars offered during the student’s period of enrollment. They also receive access to the Artist and Career Services Office and all the resources they provide to MI students.

If an MI Select student is enrolled **below seven credits**, they will not have access to campus on any Saturday or Sunday during the given quarter. An MI Select student below 7 credits may pay a \$300 campus-access fee to gain full-access to the campus, as stated above.

**Guest pass privileges are not available to MI Select students.**

### **Identification**

MI Select students will be required to wear a yellow lanyard and scan with their MI Select badge. Security will inform the MI Select student if they are not allowed on campus at that time.

### **Course Credit**

Courses taken during MI Select session do not earn course credit. Attendance or completion of any course does not guarantee subsequent advanced placement in a certificate or degree program. Should an MI Select student wish to enroll in a certificate or degree granting program at a later date, students must complete a placement test with a minimum score of 90% to test-out of courses completed as MI Select. Students may also receive non-course equivalency for a course successfully completed as MI Select. Elective courses are not available for testing out or non-course equivalency.

### **Course Selection**

Students may choose courses from programs outside their primary instrument based on availability and Office of Academic Affairs (OAA) approval. Sequential courses, such as Harmony Theory 011 (CC-011), are available to MI Select students upon the completion of placement testing and/or the approval of the Office of Academic Affairs (OAA).

### **Enrollment**

Students enrolling in the MI Select Program must choose a primary instrument/department (Artist/Producer/Entrepreneur, Audio Engineering, Bass, Common Course, DJ, Drum, Electronic Music Production, Guitar, Independent Artist, Keyboard, Music Business, Saxophone, Trombone, Trumpet or Vocal) based on their desired courses for the quarter. Students may choose courses from programs outside their primary instrument based on availability and Office of Academic Affairs (OAA) approval.

### **Exams**

MI Select students may participate voluntarily in exams and other evaluative procedures, but evaluation is not a requirement. However, the completion of all exams and projects is highly recommended should the student be interested in continuing into a program and/or to advance onto the next level of the approved MI Select course.



**Fees**

MI Select students are responsible for all applicable fees; see Tuition and Fees for specific information.

**Financial Aid**

MI Select is not eligible for State or Federal financial aid and/or scholarships.

**Materials**

MI Select students are entitled to receive curriculum and other materials applicable to courses included in their official course schedule only.

**Number of Credits**

Based on the list of courses available for MI Select enrollment at the student's appropriate level during the quarter(s) of enrollment, the student chooses a course load anywhere from 1.0 credit to full time (15 credits)

## MI HOLLYWOOD COURSE DESCRIPTIONS

### **BACH-B.PSL | Bass Secondary Applied Lesson | Credits: 2.00**

Prerequisite: BACH-P303 Contemporary Arranging 3. This course allows students to study privately with an instructor on an additional instrument of their choosing. Students may choose from the following: vocals, guitar, keyboard, bass or drums. One private lesson hour per week per quarter.

### **BACH-D.PSL | Drum Secondary Applied Lesson | Credits: 2.00**

Prerequisite: BACH-P303 Contemporary Arranging 3. This course allows students to study privately with an instructor on an additional instrument of their choosing. Students may choose from the following: vocals, guitar, keyboard, bass or drums. One private lesson hour per week per quarter.

### **BACH-G.PSL | Guitar Secondary Applied Lesson | Credits: 2.00**

Prerequisite: BACH-P303 Contemporary Arranging 3. This course allows students to study privately with an instructor on an additional instrument of their choosing. Students may choose from the following: vocals, guitar, keyboard, bass or drums. One private lesson hour per week per quarter.

### **BACH-K.PSL | Keyboard Secondary Applied Lesson | Credits: 2.00**

Prerequisite: BACH-P303 Contemporary Arranging 3. This course allows students to study privately with an instructor on an additional instrument of their choosing. Students may choose from the following: vocals, guitar, keyboard, bass or drums. One private lesson hour per week per quarter.

### **BACH-V.PSL | Vocal Secondary Applied Lesson | Credits: 2.00**

Prerequisite: BACH-P303 Contemporary Arranging 3. This course allows students to study privately with an instructor on an additional instrument of their choosing. Students may choose from the following: vocals, guitar, keyboard, bass or drums. One private lesson hour per week per quarter.

### **BACH-M022 | Introduction to Composition 2 | Credits: 2.00**

Prerequisite: Introduction to Composition 1. This course serves as a further introduction to the basics of writing music. Basic harmonies, harmonic functions, and cadences will be discussed. The circle of fifths and ideas for structuring melodies will also be discussed. Essential background on using non-chord tones in melodic writing and developing phrases will be introduced. Using timbre as a means of expression will also be examined throughout the course. Different styles of composition and songwriting will also be examined. Homework will consist of weekly listening and composition assignments and basic score analysis. The course includes a midterm exam and a final project. Two lecture hours per week for one quarter.

### **BACH-S022 | Introduction to Songwriting 2 | Credits: 2.00**

Prerequisite: BACH-S012 Introduction to Songwriting 1. This course serves as a further introduction to the basics of writing music. Basic harmonies, harmonic functions, and cadences will be discussed. The circle of fifths and ideas for structuring melodies will also be discussed. Essential background on using non-chord tones in melodic writing and developing phrases will be introduced. Using timbre as a means of expression will also be examined throughout the course. Different styles of composition and songwriting will also be examined. Homework will consist of weekly listening and composition assignments and basic score analysis. The course includes a midterm exam and a final project. Two lecture hours per week for one quarter.

### **CC-038E | Live Sound Bootcamp | Credits: 1.00**

This course introduces live sound engineering to the performing musician with a focus on students with no previous audio experience. Students learn the fundamentals of audio in preparation for hands-on sound reinforcement engineering with live music acts in class. The class works as a group to set up and tear down live music shows, place microphones, engineer shows, all while using industry-relevant equipment. Two workshop hours per week for one quarter.

### **CC-118E | Accent Reduction | Credits: 1.00**

This course enables non-native English speaking students to develop an American English accent for effective English-language vocals. Students learn to break words into their phonetic elements and identify and concentrate on specific problem sounds. One lecture-lab hour per week for one quarter.

## MI ONLINE COURSE DESCRIPTIONS

### **BACH-B.PSL | Bass Secondary Applied Lesson | Credits: 2.00**

Prerequisite: BACH-P303 Contemporary Arranging 3. This course allows students to study privately with an instructor on an additional instrument of their choosing. Students may choose from the following: vocals, guitar, keyboard, bass or drums. One private lesson hour per week per quarter.

**BACH-D.PSL | Drum Secondary Applied Lesson | Credits: 2.00**

Prerequisite: BACH-P303 Contemporary Arranging 3. This course allows students to study privately with an instructor on an additional instrument of their choosing. Students may choose from the following: vocals, guitar, keyboard, bass or drums. One private lesson hour per week per quarter.

**BACH-G.PSL | Guitar Secondary Applied Lesson | Credits: 2.00**

Prerequisite: BACH-P303 Contemporary Arranging 3. This course allows students to study privately with an instructor on an additional instrument of their choosing. Students may choose from the following: vocals, guitar, keyboard, bass or drums. One private lesson hour per week per quarter.

**BACH-K.PSL | Keyboard Secondary Applied Lesson | Credits: 2.00**

Prerequisite: BACH-P303 Contemporary Arranging 3. This course allows students to study privately with an instructor on an additional instrument of their choosing. Students may choose from the following: vocals, guitar, keyboard, bass or drums. One private lesson hour per week per quarter.

**BACH-V.PSL | Vocal Secondary Applied Lesson | Credits: 2.00**

Prerequisite: BACH-P303 Contemporary Arranging 3. This course allows students to study privately with an instructor on an additional instrument of their choosing. Students may choose from the following: vocals, guitar, keyboard, bass or drums. One private lesson hour per week per quarter.

**VOCAL-012E | Extreme Vocals 1 | Credits: 1.00**

Vocalists performing in an extreme style who maintain long careers do so because they apply effective vocal techniques that prevent damage to their voices. Techniques taught include "The Gravel" (James Hetfield/Metallica), "The Bobcat" (Phil Anselmo/Pantera), "The Drill Sergeant"" (Slayer, Godsmack) and "The White Scream" (Roger Daltrey/The Who). Note: Due to the nature of the techniques taught, students enrolling in this class must sign an "Extreme Vocal Release Form." Two lecture-lab hours per week for one quarter.

**VOCAL-112E | Extreme Vocals 2 | Credits: 1.00**

Prerequisites: VOCAL-012E Extreme Vocals 1. A review of various extreme vocal styles followed by extreme-style-specific vocal exercises. Each student is required to prepare a number of different performances, including a final performance, for class critique and instructor evaluation. Two lecture/lab hours per week for one quarter.