

# nōssi<sup>®</sup> COLLEGE of ART & DESIGN



**Nashville's Career Launchpad for Creative Leaders**

**2025 - 2026 Academic Catalog**

## Why Nashville?

Nōssi College of Art & Design's campus, often referred to as a creative oasis, is the only private design college located just minutes from downtown. Nashville is home to some of the country's best culture, including entertainment, art, music, and food. This growing cultural hub is becoming one of the nation's best places to launch a creative career.

## Nōssi Campus

- Student Housing
- Collaborative Workspaces
- Hands-On Education/Internships
- Student Activities & Clubs

**// The story of Ms. Nōssi and the founding of this college is so unique that it continues to be the essence of the culture of this campus. We are working creatives passionately teaching the next wave of passionate working creatives. //**



**Cyrus Vatandoost**  
**President & CEO**  
**Nōssi College of Art & Design**



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## A MESSAGE FROM THE FOUNDER

Welcome to our family! You've found the place for people who want to take a more creative path through life.

Nossi College of Art & Design is the culmination of a dream I had to teach creative students how to use their talents to earn a living. Some of the most rewarding careers in the world are in creative professions like Graphic Design, Illustration, Culinary Arts, Photography, Videography and Filmmaking. Students can bring their imaginations to Nossi and turn them into successful careers.

Nossi is located in Nashville, one of the fastest-growing cities in the country. We were founded in 1973 and in 2010 built a brand new campus from the ground up. Everything is designed specifically for artists to create at a professional level. It's like learning on a giant creative playground, with all the instruction and support you could possibly need.

We're always upgrading to meet industry demands, and our industry led board members make sure our curriculums stay current. All of our faculty members have degrees in their fields and earn their livings as working creatives. Together, they have a vast number of years of professional experience, so the expertise available in our classrooms, studios, and labs is impressive. Our programs can be successfully matched against any programs in the nation.

Our graduates work throughout the creative community in Nashville and beyond. They chose a different path, and it paid off. They are working professionals who wake up each morning and head out into the world excited by the possibility of what they can create today. We taught them, and we're excited to teach you.

Thank you for your interest. We look forward to seeing you soon!

A handwritten signature in black ink that reads "Nossi Vatandoost". The script is fluid and cursive, with the first letters of "Nossi" and "Vatandoost" being capitalized and prominent.

Nossi Vatandoost Founder & Chairwoman  
Nossi College of Art & Design

## ACCREDITATION, APPROVALS AND MEMBERSHIPS

### ACCREDITATION

Nossi College of Art & Design is accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Nossi is listed in the Accredited Institutions of Postsecondary Education, published by the American Council on Education in consultation with Council for Higher Education Accreditation (CHEA).

### APPROVALS

Nossi College of Art & Design is authorized by the Tennessee Higher Education Commission. This authorization must be reviewed each year and is based on an evaluation by minimum standards concerning quality of education; ethical and business practices; health and safety; and fiscal responsibility.

- Nossi College of Art & Design is approved by the Tennessee State Approving Agency for the Training of Veterans and their eligible dependents.
- Nossi College of Art & Design is authorized under federal law to enroll non-immigrant alien students.

### MEMBERSHIPS

Nossi College of Art & Design is a member of:

- American Advertising Federation – AAF Nashville
- Tennessee Association of Collegiate Registrars and Admissions Officers
- Tennessee Association of Student Financial Aid Administrators
- National Association of Student Financial Aid Administrators
- Tennessee Association of Veterans Program Administrators
- Tennessee Association of Independent Colleges and Schools –TAICS
- Nashville Chamber of Commerce
- Madison RiverGate Area Chamber of Commerce

- Nashville Hispanic Chamber of Commerce
- Frist Center for the Visual Arts
- Tennessee Association of Colleges and Employers
- National Museum of Women in the Arts, Washington, D.C. (Our Founder, Nossi Vatandoost, is a charter member.)
- University and College Design Association – UCDA
- The International Council of Design Schools – ICDS
- Kappa Pi International Honorary Art Society, Eta Tau Chapter

### HONORS AND RECOGNITIONS

- The International Council of Design Schools (ICDS) is an association of prestigious independent design schools from around the world. Member institutions are selected for their excellence in design education. The ICDS was founded to sponsor the creative interchange of ideas between students, faculty, and administration of leading design schools in America, Europe, and the Far East. Our founder, Nossi Vatandoost, has served as president of ICDS. Nossi President/CEO Cyrus Vatandoost is the current president.
- In addition to ICDS, Cyrus Vatandoost is the President of the Tennessee Professional and Business School Association and sits on the state-governing board Tennessee Student Assistance Corporation (TSAC).
- 2006 Nossi College of Art & Design was awarded its own chapter of the Alpha Beta Kappa National Honor Society.
- Nossi students won the following Student ADDY Awards from the American Advertising Federation (AAF): Silver (2006), Gold (2007), Gold and Silver (2008), Gold (2009), one Gold and five Silver (2010), two Silver (2011), one Silver

(2014), two Silver (2016), one Best in Show, five Silver, and one Gold (2017), two Silver and one Gold (2018), one Best in Show and six Silver (2019), three SILVER (2020), three Gold and five Silver (2021), four Silver (2022).

- 2013 Award of Merit Winner for the CMA Fest, Caitlin Harris, Photographer
- 2013 Nicole Drake helped to establish the Nossi College of Art & Design's Kappa Pi Chapter - Eta Tau.
- 2014 Award of Merit Winner for the CMA Fest, Dusty Draper, Photographer
- 2014 Dr. John McCurdy Leadership Award by the Board of Directors of TAICS (Tennessee Association of Independent Colleges and Schools) awarded to Nossi Vatandoost
- 2016 Award of Merit Winner for CMA Fest, J. Scott Whigham, Photographer
- 2016 Volunteer of the Year from the American Lung Association
- 2017 Excellence in Student Award from our accrediting body, ACCSC
- 2018 Metro Nashville Resolution presented to Ms. Nossi for 45 years of dedicated service to artists in the Nashville community by Nashville's Metropolitan Council
- 2019 Madison RiverGate Area Chamber Business of the Year
- 2019 Collegiate Advertising Award
- 2023 Most Popular College in TN with research.com
- 2023 Most Popular College in Nashville with research.com

Everyone has dreams. Most people dream of having a rewarding job, perhaps owning their own business, or achieving something special. Nossi College of Art & Design is well known as a place where dreams come true. For over 50 years, Nossi College has made the dreams of creative people come true. Nossi can help make your dreams come true, too.

Creative people sometimes have different aspirations and dreams than non-creative people. At Nossi, we understand, support, and encourage creative people. We see art as a reflection of your imagination. If you are creative and imaginative, Nossi may just be the perfect place for you. Here you can develop the technical, artistic skills allowing your dreams to become a reality. Creative students are our greatest assets. The college's ultimate achievement is its successful alumni.

## **OUR MISSION STATEMENT**

It is the mission of Nossi College of Art & Design to accept creatively talented students and provide them with educational opportunities that will enable them to successfully utilize their talents in the commercial business world.

By way of our campus and online associate and bachelor's degree programs, our students will obtain formal recognition of their development and educational achievements. It is an additional aspect of our mission to provide our creative students with the necessary decision-making skills and appropriate judgment to become successful professionals. Students will be given an understanding of the specifics of their chosen field of study.

## **A BRIEF HISTORY OF THE COLLEGE**

*June 5, 1973*

Nossi Vatandoost founded Nossi School of Art. The first class of Fine Art was organized in Madison, Tenn. The school accepted students of all ages and taught classes in drawing and painting on all levels. The business operated as a sole proprietorship. Nossi Vatandoost was the owner, operator, and instructor of the school.

Nossi Vatandoost is an accomplished artist, listed in Who's Who of American Women as well as Who's Who in America. In addition to her art training in the Middle East and Europe, she holds a college degree in art education from Western Kentucky University. She taught art in the Nashville Metropolitan School System before opening her own art school.

*1973-1982*

Nossi School of Art continued to operate as a "Fine Art" school. During this period, courses such as airbrush and photography were added to the school's curriculum.

*March 1, 1982*

Tennessee Higher Education Commission (THEC) authorized Nossi School of Art to operate as a post-secondary art school. A commercial art program was introduced for the first time. Instructors were employed to teach the commercial art courses. Nossi Vatandoost remained as the sole owner and director of the school.

*June 17, 1986*

Nossi School of Art received its first corporate charter in the state of Tennessee and began to operate as Crimson Corporation. Nossi Vatandoost was named the chairman, chief executive officer, and sole stockholder of the corporation.

*June 1, 1988*

Nossi School of Art was accredited by the National Association of Trade and Technical Schools. NATTS was listed by the U.S. Department of Education as a nationally recognized accrediting agency.

*September 5, 1991*

The Associate of Occupational Studies Degree in Commercial Art was added with the approval of the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT) and authorization of the THEC. The name changed from Nossi School of Art to Nossi College of Art.

*1998*

Business of the Year selected by the Goodlettsville Chamber of Commerce.

*October 23, 2000*

During the 2000 re-accreditation review, Nossi was recognized for its educational excellence in achieving accreditation without stipulation.

*November 18, 2000*

The Commercial Digital Photography program, having been authorized by the THEC in prior months, received its national accreditation by ACCSCT.

*August 21, 2003*

Dignitaries, educators, professionals, and alumni came together to congratulate Nossi Vatandoost on the college's 30th anniversary. The state senate also presented a proclamation of accomplishment to the founder for her years of service to the community. During the same year, THEC authorized Nossi to offer a bachelor's degree in Graphic Art and Design.

*September 2004*

The Bachelor of Graphic Arts (BGA) in Graphic Art and Design degree, having been authorized by THEC, received its national accreditation from ACCSCT and held its first class.

*June 22, 2005*

Nossi was recognized as a 2005 School of Distinction at the annual convention of the ACCSCT.

*August 2006*

Nossi College awarded its second BGA degree in Commercial Illustration, having been authorized by THEC, and receiving its national accreditation from ACCSCT. The first BGA degree in Commercial Illustration began in January 2007.

*September 2008*

After being authorized by THEC and receiving its national accreditation from ACCSCT, the BGA in Digital Photography and Video program held its first class.

*May 2010*

The ACCSC granted Nossi a renewal of its accreditation for the maximum term of five years.

*June 12, 2010*

Nossi graduated its first class of BGA students in Digital Photography and Video, the third bachelor's degree program awarded by Nossi.

*September 2010*

In a major milestone for Nossi, the college began fall semester classes at a new location in Nashville, Tenn. This new campus is the only college campus in Middle Tennessee designed specifically as an art college. It is the culmination of Nossi Vatandoost's dream for a college that could educate visual artists.

*January 2011*

Online courses are offered for the first time.

*2013-2014*

With the help of a student leader, Nossi established a chapter in the International Honorary Art Society, Kappa Pi. Our chapter is called Eta Tau.

*September 2014*

Nossi separated the BGA of Digital Photography and Videography into two, distinct bachelor's degrees. A BGA in Commercial Digital Photography and a BGA in Video and Film.

*June 2016*

Nossi College of Art is honored as Volunteer of the Year from the American Lung Association.

*September 2017*

ACCSC selected Nossi College of Art for the 2017 Excellence in Student Services Award.

*November 2017*

Dr. Stephen Shao, Math Instructor at Nossi College, was awarded the TAICS 2017 Educator of the Year for the State of Tennessee.

*May 2018*

The Metro/Nashville Council honored Ms. Nossi for 45 years of service to the community. She has served as President of Nossi College of Art for all that time.

*June 2018*

Nossi celebrates 45 years marked by a resolution from the Metro Government of Nashville and Davidson County, recognizing Ms. Nossi and the college's 45 years of service to the community.

*July 2019*

Nossi College of Art was approved by the Tennessee Higher Education Commission to participate in the State Authorization Reciprocity Agreement. This grants Nossi membership in the National Council for State Authorization Reciprocity Agreements.

*December 2019*

Nossi College of Art received a Gold Award from Collegiate Advertising Awards for our 2019 advertising campaign for schools fewer than 1,000 students.

*January 2020*

Madison Rivergate Area Chamber of Commerce honored Nossi College of Art as 2019 Business of the Year.

*February 2020*

The Accrediting Commission of Career Schools and Colleges approved Nossi College of Art's application for an Associate Degree in Culinary Arts.

*September 2022*

Nossi's first Culinary Arts classes begin on campus.

*2023*

In 2023 marked the 50<sup>th</sup> Anniversary of Nossi College of Art & Design. To mark the celebration Nossi held a 50<sup>th</sup> Anniversary Gala and Art fundraiser to benefit the Nashville chapter of the Lymphoma and Leukemia Society.

*February 2023*

On February 20th, 2023 and official name change from "Nossi College of Art" to "Nossi College of Art & Design". Although the college's programs are rooted in art, the college has evolved over the years to

incorporate more elements of design and technology due to industry demands. The introduction of the Culinary Arts program further expands this reach. Recognizing this shift, this slight but significant name update better explains the college's educational position.

*August 2023*

The first class for Culinary Art's at Nossi graduates from Nossi College of Art & Design.

## FACILITIES, EQUIPMENT AND STUDENT SERVICES

Built in 2010, Nossi College of Art & Design's campus is the only college in Tennessee built from the ground up strictly for creative professionals. This campus allows all degree programs to be hosted under one roof, so the College and the students can better coordinate events, guest speakers, and collaborative projects. Leading into each wing or hub is our Gallery Space highlighting faculty, student, and award-winning artwork to inspire current students and guests as they walk the halls.

The **Photography Wing** is comprised of two large studios, a prop room, an equipment cage, a dressing room, a green room, and restrooms. Studio A is Nossi College's premier studio with 2,300 square feet, a 32-foot cyc wall, and a large overhead door so sizable items like cars and boats can easily be photographed inside. We also built a mezzanine, so photographers have several vantage points to capture their subject. Studio A is the largest instructional studio in the state of Tennessee. Studio B, designed to shoot products and portraits, includes a large window to access natural light for portraiture. It also includes a mezzanine addition for photographers. The equipment cage houses the college's photography and videography equipment available for student checkout.

The **Videography Wing** includes individual editing bays, Video Studios C & D, an audio room, and access to the DIY classroom workspace. Studio C features a green screen cyc wall, and Studio D has sound-dampening studio curtains that wrap around the studio's walls. The wing's layout allows instructors to move freely between students shooting in the studios, students using the audio room, and students in the editing bays. This area includes a sophisticated heating and air conditioning system with several dampers, eliminating white noise during audio/video production.

The **Art Wing** focuses on maximizing natural lighting for our Graphic Design and Illustration students. This wing features two graphic design classrooms, three drawing rooms, anatomy and figure drawing studio, and two additional illustration

studios — outfitted with multimedia for instruction in each. The Graphic Designers experience split classrooms, the front of the classroom is meant for instruction and lecture while the back of the room offers a collaborative environment with Apple TV, whiteboards, cork boards, and soft seating.

The **Anatomy Studio** is equipped with two large monitors and a lighting grid for drawing models. The illustration studios feature additional air systems, so large quantities of fresh air can circulate while removing fumes from oil or other mediums that may be used. Illustration Studio 1 includes a large overhead door to allow egress and ingress of large sculptures and paintings.

For technology, Nossi offers a variety of computer labs for students. Four labs are laptop-based, allowing students to utilize their personal equipment. We also have a computer lab and library equipped with iMac Pro Computers and Wacom Tablets customized with Adobe CC and other software packages applicable to the visual communications industry. We keep students connected with our dedicated WIFI Internet system downloading at 100 MBPS.

Some computer labs double as a tornado shelter and are connected to Nossi's printing, scanning, and production room, acting as a hub in the center of the campus. Each lab is uniquely designed to allow maximum interaction between the instructor and students.

With Nossi's new **Culinary Art's Associate Program**, we have constructed two kitchens on campus, built to Metro Health Department standards, and optimized with technology and equipment to provide an excellent learning platform. The kitchens are set up to house a maximum of eight teams, each consisting of two culinary students per team. With four restaurant-quality US Ranges on the line, two teams will share a restaurant-grade six-burner range and three-rack oven. The 24-foot cooking line houses our three-deck pizza oven, imported from Italy, with steam capability for baking. Additionally, the cooking line includes a US Range radiant heat broiler, a Dean fryolator, a US Range double burner stock stove, and a US Range commercial grill.

Nossi's kitchens also feature a baking station with commercial-grade equipment, including a Hobart 20 quart commercial mixer, a commercial-grade dough sheeter, a 12-rack proof box, and an eight-foot wood-baking table. Each team's station comes standard with a commercial Kitchen-Aid mixer. A 24-foot walking refrigerator/freezer and two double-door, reach-in freezer and refrigerator stores our food product for all classes.

The lecture wing uses daylight with the help of large windows to reduce the need for artificial light. It houses six classrooms, the Foundation Lab, and an art gallery, The Ira Vatandoost World Art Exhibit. This gallery was dedicated to Ms. Nossi's late husband, Ira Vatandoost, who was instrumental in helping create Nossi College of Art & Design. Current student and alumni work are shown in the gallery.

The student lounge is a vibrant indoor/outdoor area at the back of campus. There is space designed for eating, working, exercising, lounging, or just hanging out. The student lounge includes a café, a television with an Xbox console, a ping-pong table, vending machines, access to a variety of seating, and a partially covered patio.

A large, manicured field is nearby where students can toss a Frisbee, kick a soccer ball, or capture a few rays from the sun. We have a basketball goal available for those who want to stay active during breaks. The south side of the campus has a small, natural oasis where students enjoy a little slice of Mother Nature.

The Learning Resource Center (LRC) is at the front of campus and stores relevant art, photography, multimedia, and visual communication materials and resources. It is considered a gathering place for information, study, and research materials supporting Nossi's curriculum to cover a broad range of topics. The Learning Resource Center (LRC) provides several computers to access the Internet, a variety of software programs, and the Tennessee Electronic Library databases. It also holds a collection of audio/visual equipment to augment classroom instruction. The LRC is open both day and night when the college is in session. The LRC Manager holds a Master of Library Science degree

and has expertise in the arts and other related disciplines.

The front of campus also includes the administration wing, executive offices, conference rooms, and a yoga studio.

Nossi College was also built with a number of green initiatives in mind during construction. This includes a sophisticated green heating and cooling system with CO2 sensors that identify the number of students in each room, allowing for maximum comfort and reduced energy use while class is in session. We are proud of its commitment to conservation.

### **STUDENT HOUSING**

Nossi College of Art & Design's housing provider is Music City Housing Services. This provider helps take the pressure off students and their families to find affordable housing in college. Housing is located directly across the street from campus. Please visit [nossi.edu/housing](https://nossi.edu/housing) for more information about Nossi College's housing opportunities.

### **STUDENT ACTIVITIES**

Nossi College of Art & Design encourages student interaction by sponsoring a number of social events on campus and in the community through student activities. From student group meetings and field trips to professional development workshops, Nossi College offers students an opportunity to get involved and build their network. At the end of every semester, Nossi sponsors the Senior Portfolio Show, an Open House, and the Semester Awards Ceremony. During these events, our close-knit community of students comes together to celebrate the achievements of their classmates and graduating artists with family, friends, and creative professionals in Nashville.

Student activities also connects students with the greater Nashville community, offering a wealth of cultural, entertainment, professional, business, and nonprofit options for students to pursue their interests.

## AMBASSADOR PROGRAM

Students may volunteer to represent Nossi and serve as Student Ambassadors. Ambassadors actively help and share college experiences with prospective students to share their understanding of Nossi's culture. They also work closely with the Admissions Department to relay information and coordinate activities. Student Ambassadors must maintain a high level of excellence and integrity that sets an example for fellow students. Student Ambassadors are honored and recognized by Nossi after they have successfully completed their education. Nossi works with organizations like PENCIL Foundation, Casa Azafran, King's Daughter's Child Development Center, Stronger than My Father, and the Design and Tech Academy at Hunters Lane.

## AWARDS

Semesters conclude with the Semester Awards Show. Each semester, the Nossi faculty nominates students for a number of awards:

***Talent Discovery Award:*** Presented to the "Best of the Best" for extremely talented student and includes a check for \$400.

***Top Chef Award:*** Presented to the "Best of the Best" in the Culinary Arts graduating class for extremely talented student and includes a check for \$200.

***Most Creative Award:*** Presented to our students selected as most creative.

***Most Improved Award:*** Presented to students who showed a remarkable improvement in the quality of their work during each semester.

***Class Participation Awards:*** Presented to students who have shown an extra amount of interest in class. These are students who ask questions and participate in class activities.

***Perseverance Award:*** Presented to a student who has overcome extreme difficulties to persist and succeed in his/her/their college career (There may not be an award presented in this category every semester).

***Excellent Student Award:*** Presented to the student who exemplifies outstanding academic achievement, fully participates in classroom activities, and has a positive attitude about being a college student.

***Ambassador:*** Designed for students who most exemplify the Nossi "spirit." Winners have high academics and participate in community projects, campus events, and volunteer opportunities. This award goes to a student who is always positive when representing themselves and Nossi. Faculty does not vote for this award.

***Academic All-Star:*** Presented to graduating students with the highest GPA in his/her/their major. There are awards for each degree program, and there may be ties. Faculty does not vote for this award.

During graduation ceremonies each June, students are recognized and awarded plaques and certificates for outstanding accomplishments, including a perfect 4.0 grade point average, perfect attendance, and Student Ambassadors. Alpha Beta Kappa National Honor Society, Kappa Pi members, and students who graduated Summa Cum Laude, Magna Cum Laude, and Cum Laude are all recognized.

## CLASS SIZE

Our class sizes vary with the subject and method in which the course material is presented. Classes are in keeping with our philosophy of thorough training in a family-like atmosphere. Our classes are always small. The largest lecture class has 25 students, while the maximum number of students in a laboratory setup is 20. While these are the maximum sizes allowed, classes are usually considerably smaller. This allows students to receive individual attention, whether the class is a hands-on exploratory lab or a lecture. Each student's development is important to us.

## INTERNATIONAL STUDENTS

Nossi College of Art & Design is authorized under federal law to enroll non-immigrant students. Tuition and fees, as well as participation in the scholarship program, are the same as for U.S. citizens. International applicants interested in attending

Nossi may contact the Office of Admissions for admissions procedures and application forms via e-mail ([admissions@nossi.edu](mailto:admissions@nossi.edu)).

## STUDENT ORGANIZATIONS

Getting involved in college activities provides some of the best experiences and introduces you to some of your closest friends in college. At Nossi College of Art & Design, it's about finding interests outside the classroom in addition to fun events along the way. Here are some of the ways you can get involved at Nossi.

*Kappa Pi Eta Tau* – This academic-based leadership organization harnesses leaders at Nossi College to come up with campus events, activities, and opportunities to engage students. After your first semester in college, students can request to join Kappa Pi Eta Tau with a 3.0 GPA or higher. Become a leader in college and add this important group to your resume!

*Showtographers* – Nossi's Photo Club. Do you love discovering new music? Want to work within a music label, management group, entertainment industry, or an organization like the CMA or Sony? Join this group and discover what it means to be a creative asset in Nashville's entertainment industry.

*Queer Socialite Alliance (Q.S.A.)* – Join this LGBT group to find support, friends, allies, and information about the LGBT community. Connect with professional mentors and be part of unique events and educational opportunities on campus.

*Black Student Union (BSU)* – The BSU's mission is to Educate, Celebrate, and Create at Nossi and in the Nashville community. This club is structured to unify the Nossi Black student body and create a place for black students and culture.

*Nossi Music Club* – This student group is about music, they meet weekly to listen to music.

## STUDENTS DOING REAL-WORLD WORK

Nossi P.A.C.E (Professional Accelerated Career Experience) is the main program housed under the VP of Talent Development and Strategic Engagement, and it gives Nossi students a professional boost while providing practical

extracurricular opportunities for students wanting to make a difference. Established in 2012, Nossi P.A.C.E. is now an award-winning\* Student Activities Program partnered with entertainment, sports, fashion, business, and nonprofit companies around Nashville to give exclusive or behind-the-scenes access to real-world projects and events.

Nossi College is the only art school in the area with a P.A.C.E. program providing opportunities for students to build their resumes, gains social skills, practice professional development, and stand out in a competitive marketplace. Nossi offers real-world opportunities that are more flexible than a typical internship.

Students are highly encouraged to get involved to design logos, create posters, capture events, document music videos, develop characters, lay out brochures, direct commercials, build web pages, and much more.

Collaborating with companies like The Country Music Association, Lightning 100, Tennessee Performing Arts Center, local music venues, art galleries, and nonprofits in Nashville, allows students to engage with Nashville's community when they are ready.

At graduation, students add these real-world projects and assignments to portfolios, showing direct experience and expertise in Nashville. Some P.A.C.E examples include:

- Stronger than my Father Mural
- CMA Fest 2013 – 2019
- CMA Awards
- Bonnaroo
- Metro Arts Poetry in Motion
- Cumberland Compact's Dragon Boat Festival
- St. Luke's Children's Educational Mural
- LGBT Chamber Foundation annual fundraiser logo – Taste
- Martha O'Bryan Center annual fundraiser social media design
- T-shirt designs
- Nashville Fashion Week
- Marketing and Promotional Events with Local Radio Stations

- Mentoring through programs like Pencil Foundation
- Tennessee Commission on Children and Youth
- Leadership Opportunities
- Nashville Scene Illustrated Magazine Cover
- Interviews with local bands
- 48 Hour Film Production
- Team-Building Projects
- Networking Events
- Lightning 100 Presents Events/Concerts

\*In 2017, Nossi's student services office won the Excellence in Student Services Award from our accreditor, ACCSC.

# CULINARY ARTS

2-Year Associate Degree at Nōssi College of Art & Design

## Take Your Foodie Side To The Next Level...

In just two years, you'll earn your Associate Degree of Occupational Studies and step into the booming food scene as a culinary professional. With two commercial kitchens and small classes, you'll get hands-on instruction from working chefs who know your name. You'll build your culinary skills and your network while you're still in school.

### Look Forward to...

- **Training in two commercial kitchens** with professional equipment
- **Mentoring in small classes** with personal instruction from working chefs
- **Mastering AI** with the Nōssi AI Approach
- **Enjoying the Nashville advantage** with internships in Music City's vibrant food scene
- **Making industry connections** through our culinary advisory board
- **Graduating ready to lead**, with business-focused and specialty classes
- **Mastering cost control fundamentals**, a key skill that separates chefs from cooks
- **Locking in your tuition** — no increases for as long as you're enrolled



# Dishing Up Deliciousness



Work Credits: Melissa Sahdala Alfonso, Sharon Koch, Youjay Baird, Kaliyah Davis, Taylor Smith, David Laurie, Sabrena Frame



## Associate of Occupational Studies (AOS) Culinary Arts

Course Number	Course Title	Credit Hours
<b>General Education Course</b>		
SS 104	Success Strategies	4
FIN 100	Introduction to Financial Literacy	3
EN 270	English	4
<b>Courses of Major</b>		
CU 101	Fundamental Culinary Techniques	4
BB 101	Baking Basics	4
CU 102	Advanced Culinary Techniques	4
PA 102	Pastry Science	4
CU 201	American Cuisine	4
CU 202	European and Mediterranean Cuisine	4
RO 200	Restaurant Technology and Cost Control	4
CU 203	International Cuisine	4
RO 205	Garde Manger: The Craft of the Cold Kitchen	4
RO 210	Restaurant Operations and Menu	4
CU 270	Culinary Capstone	8
RO 220	Off Premise Catering Management	4
CU 280	Culinary Internship	9
CU 290	Portfolio and Business Plan	3
<b>Total Credit Hours</b>		<b>75</b>

All 75-semester hours must be successfully completed with a minimum 2.0 grade point average.

## EDUCATIONAL OBJECTIVES

Nossi Culinary Graduates will have the education to pursue the following culinary positions: Executive Chef, Banquet Manager, Assistant Restaurant Manager, Baker, Pastry Chef, Line Cook, Sous Chef, Catering Manager, Full-Service Kitchen Manager, Quick Service Unit Manager, Events Manager, Rounds Cook and other aspects of the hospitality industry.

In order to prepare our students to be ready upon graduation to fill professional-level positions, the curriculum has been designed to provide the information and training necessary to accomplish this goal. Students receive technical instruction followed by “hands-on” practice in a professional commercial-level kitchen. Our curriculum contains 225 Hospitality financial management and restaurant operations hours, including a capstone class that includes a full business plan capable of being presented to potential investors, the Small Business Association, or a financial institution. Our Cost Control and Restaurant Technology class, Menu and Restaurant Operations, and Catering Operations classes explicitly address the restaurant and hospitality challenges facing the culinary field. The Capstone course also includes the National Restaurant Managerial 30-hour ServSafe class and certification exam. Our Culinary Arts graduates will be ready to step into the “real world” and be successful.

***The normal duration of the AOS Culinary Arts program is six semesters (24 months). Graduates of this degree complete 75 semester credit hours and earn an Associate Degree of Occupational Studies in Culinary Arts.***

For more info, please visit [nossi.edu/degree-programs/culinary-arts/](http://nossi.edu/degree-programs/culinary-arts/)

# COURSE DESCRIPTIONS FOR AOS CULINARY ARTS

## GENERAL EDUCATION COURSES

### SS 104 SUCCESS STRATEGIES

Success Strategies is a course in goal setting, techniques of note and test taking, problem-solving skills, time management, and critical thinking skill development. The course is designed to help each student improve learning skills. In addition, students will acquire skills necessary to succeed as commercial artists or professional photographers. Life enhancing principles are also a major aspect of this course.

*This course is offered on ground with an online component.*

### FIN 100 INTRODUCTION TO FINANCIAL LITERACY

This course equips creative students with practical financial skills to manage personal finances, freelance income, taxes, budgeting, contracts, and long-term planning in creative careers. Emphasis is placed on real-world application over theoretical math. Students will leave the course with actionable knowledge to confidently handle financial decisions and sustain a financially healthy creative practice.

*This course is offered on ground with an online component.*

### EN 270 ENGLISH

This English class will include intensive grammar review as well as writing assignments to complete a portfolio. Illustrations are encouraged to enhance the writing and the portfolio (these will add points to the grade). A resume and a cover letter are a separate part of the writing. A research paper is required and must have the correct documentation and analysis format. Professional presentation of final portfolio is required for completion of this course.

*This course is offered on ground with an online component.*

## COURSES OF MAJOR

### CU 101 FUNDAMENTAL CULINARY TECHNIQUES

The fundamental concepts, skills, and techniques involved in basic cookery are covered in the course. Special emphasis is given to the study of ingredients

and cooking theories. Lectures teach organization skills in the kitchen and work coordination. The concepts and techniques of stocks, soups, sauces, vegetable cookery, starch cookery, and poultry are covered. The course emphasizes basic cooking techniques such as sautéing, roasting, poaching, braising, and frying.

*This course is offered on ground with an online component.*

### BB 101 BAKING BASICS

Students are introduced to the fundamental concepts, skills, and techniques of baking. Special significance is placed on the study of ingredient functions, product identification and weights and measures as applied to baking. Through lectures, demonstrations, production, tasting, and testing, students Learn Biscuit Method, Creaming Method, Muffin Method, yeast-raised dough mixing methods, pie dough, quick dough, cookie dough, and product finishing techniques.

*This course is offered on ground with an online component.*

### CU 102 ADVANCED CULINARY TECHNIQUES

This course reinforces the knowledge and skill earned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills, protein fabrication, sauces, and multitasking is accentuated. Advanced Culinary Techniques explores the use of ingredients in the preparation of traditional and contemporary cuisine. Sautéing, grilling, braising, and roasting skills are enhanced. The concepts of mise en place, timelines, plate presentation, and teamwork are introduced and stressed. Students will work up to producing four-course meals.

*This course is offered on ground with an online component.*

### PA 102 PASTRY SCIENCE

This course is a combination of lecture, theory, demonstration, and production for pastry techniques use in a commercial kitchen. Students learn a variety of doughs, batters, fillings, and glazes with an emphasis on formulas and accuracy. Instruction regarding the preparation of cakes and icings, roll-in dough, pastry cream, mousse, laminated doughs, and finishing techniques, plus proper use and handling of various chocolates used in baking and decorating are introduced. Dessert plating and presentation are emphasized. Students must pass a practical exam.

*This course is offered on ground with an online component.*

## **CU 201 AMERICAN CUISINE**

This course reinforces the knowledge and skill learned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills is accentuated. American Cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. The concepts of mise en place, timelines, plate presentation and teamwork are stressed. Timing and organizational skills are emphasized.

*This course is offered on ground with an online component.*

## **CU 202 EUROPEAN AND MEDITERRANEAN CUISINE**

This course emphasizes both the influences and ingredients that create the unique character of selected international cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Europe, Africa, and the Mediterranean. Importance is placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Through lectures, research, demonstrations, and hands-on cooking, students are introduced to the history, menu terminology, cooking techniques, ingredients, and presentations unique to Classical French Cuisine. Timing, organization, mise en place, and plate presentations are stressed.

*This course is offered on ground with an online component.*

## **RO 200 RESTAURANT TECHNOLOGY AND COST CONTROL**

This course is a collaborative exploration of basic principles of purchasing food, equipment, and supplies. Primary focus is on cost control through menu engineering and menu mix. Planning and costing recipes, supplier selection, and the ordering, receiving, storing, and issuing process are covered extensively. Students will learn essential Microsoft Excel skills necessary to create standardized recipes, costing templates, and financial documents.

*This course is offered on ground with an online component.*

## **CU 203 INTERNATIONAL CUISINE**

This course emphasizes both the influences and ingredients that create the unique character of selected international cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of the Middle East, Caribbean cuisine, Mexico, South

America, India, Southeast Asia, China, and Japanese cuisine. Importance is placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Through lectures, research, demonstrations, and hands-on cooking, students are introduced to the history, menu terminology, cooking techniques, ingredients, and presentation unique to their countries of origin. Timing, organization, mise en place, and plate presentations are stressed.

*This course is offered on ground with an online component.*

## **RO 205 GARDE MANGER: THE CRAFT OF THE COLD KITCHEN**

This course provides students with skills and knowledge of the organization, equipment, and responsibilities of the "cold kitchen."

Students are introduced to and prepare cold hors d'oeuvres, sandwiches, salads, pates, terrines, cured meat, fish, as well as basic charcuterie items while focusing on the total utilization of product and sanitation. Reception foods and buffet arrangements are introduced. Students must pass a written and practical exam.

*This course is offered on ground with an online component.*

## **RO 210 RESTAURANT OPERATIONS AND MENU**

This course prepares future food service managers by giving a clear picture of the important role menu planning plays within operations. It covers topics ranging from menu development, pricing, and evaluation to facilities design and layout. Students will benefit because high-quality menu development is crucial to the success of any foodservice operation, not only as a planning tool but also as source of operational information and a merchandising method for reaching customers. It also defines the basic principles of purchasing food, equipment, and supplies.

*This course is offered on ground with an online component.*

## **CU 270 CULINARY CAPSTONE**

This course will celebrate the culinary styles, restaurants, and chefs who are in current industry focus. This class also examines historical menus and methodology. These styles, substance, and quality will be explored and studied. During the hands-on production students will be exposed to historical

and contemporary production, products, and cooking methods.

\*This course includes the National Restaurant Managerial 30-hour ServSafe class and certification exam.

*This course is offered on ground with an online component.*

### **RO 220 OFF PREMISE CATERING MANAGEMENT**

The course includes an in-depth analysis of all components of the catering profession, including management, legal aspects, getting started in business, catering contracts, menu planning, beverage service, catering equipment, catering logistics, personnel, marketing, pricing, sanitation, and safety practices, purchasing, accessory services, weddings, theme events, and accounting and control practices.

*This course is offered on ground with an online component.*

### **CU 280 CULINARY INTERNSHIP**

Students observe and participate in the supervisory operation of a successful foodservice business. They apply their professional skills to gain experience in order to enter and become successful in the foodservice business. Emphasis is placed on developing hospitality and culinary practical and management skills.

*This course is offered on ground with an online component.*

### **CU 290 PORTFOLIO AND BUSINESS PLAN**

TAKEN DURING STUDENT'S LAST SEMESTER

Through competencies established with work from cost control, menu, and restaurant operations, and catering management students will develop a portfolio-business plan for a foodservice operation. The project will include these areas: Market Analysis and Marketing Strategy, Operating Budget, Sales Projections, Opening Inventories, Capital Equipment, Standardized Recipes and Costing for all standardized recipes, Menu, and Facilities Design. The course covers the components of a business plan as well as the production of a professional portfolio. Related competencies are reviewed as necessary for completion of the plan. The final section of this plan will be based on the student's learning and achievements while enrolled at Nossi College. This will include pictures and journals from various classes.

*This course is offered on ground with an online component.*

# Cook Up a Career: Where our Alumni Work



**Four Seasons** are considered some of the finest luxury hotels in major cities and exotic places around the world. **The Four Seasons Nashville** prides itself in Southern hospitality, extraordinary dining and unparalleled personal service. Their goal is to provide guests with a truly authentic experience of Music City.



**Omni Hotels and Resorts** are known for personalized hospitality that includes four-diamond service and signature restaurants that are top-ranked. **Bob's Steak and Chop House** at the Nashville Omni is ranked as one of the top steakhouses in the country!



From Churchill Downs to the Rose Bowl to **Geodis Sports Park in Nashville**, **Levy Restaurants** are known for providing top-tier food service in stadiums. Some of their partners include the Chicago Cubs, L.A. Dodgers and **Nashville SC**.

## Culinary Arts Graduates also Work For:



# ILLUSTRATION TECHNOLOGIES

Bachelor of Graphic Arts Degree at Nōssi College of Art & Design

## Love Drawing?

Earn your Bachelor's Degree and launch your career as a professional visual storyteller. Our industry-standard technology and small classes mean you get hands-on instruction from working illustrators who know your name. You'll build your artistic skills and your professional network while you're still in school.



## Look Forward to...

- **Mastering 14+ software programs** including industry-standard illustration tools
- **Training in four core areas** — illustration genres, graphic design, motion graphics/3D, and business
- **Mentoring** in small classes with instruction from working illustrators
- **Mastering AI** with the Nōssi AI Approach
- **Enjoying the Nashville advantage** with internships in Nashville's creative community
- **Making industry connections** through our professional illustration network
- **Graduating ready to lead** creative projects as a visual storyteller
- **Locking in your tuition** — no increases for as long as you're enrolled

# Illustrations that Inspire



Work Credits: Faith Pawloski, Anna Abbate, Abby Stout, Amber Givens, Hadley Kennedy, Emma Woody, Miles Dunn



# Bachelor of Graphic Arts (BGA)

## Illustration Technologies

Course Number	Course Title	Credit Hours
<b>General Education Course</b>		
SS 104	Success Strategies	4
AH 302	American History	4
PS 108	Psychology	4
EN 270	English	4
EN 280	English: Written and Oral Communication	3
FIN 100	Introduction to Financial Literacy	3
AH 212	Art History / Appreciation	4
WC 301	History of Western Civilization	4
HNE 110	Health, Nutrition, Exercise Science	3
LT 211	Literature	4
<b>Courses of Major</b>		
BD 101	Basic Drawing	3
IL 250	Open Studio	3
CT 105	Color Theory	3
TY 110	Typography	3
AF 130	Anatomy and Figure Drawing	3
AI 140	Adobe Illustrator	3
GD 115	Graphic Design Fundamentals	3
PS 142	Adobe Photoshop	3
TY 216	Advanced Typography	3
ID 160	Adobe InDesign	3
AM 218	Alternative Mediums	3
GD 120	Linear Design	3
PS 324	Advanced Photoshop	3
IL 200	Introduction to 3D and Animation	3
PA 205	Production Art	3
MG 250	Motion Graphics	3
CW 210	Principles of Copywriting	3
GD 230	Graphic Design: Advertising	3
BM 375	Business Marketing for Creatives	3
IL 310	Illustration Environments	3
AF 340	Advanced Anatomy and Figure Drawing	3
AI 350	Adobe for Illustrators	3
IL 360	Sequential Art	3
MG 360	Advanced Motion Graphics	3
IL 380	Exploring 3D	3
IL 410	Advertising and Editorial Illustration	3
IL 420	Book Publishing Illustration	3
IL 400	Illustration for Stock Art	3
IL 470	Advanced Illustration	3
IL 440	Capstone Illustration Technologies	3
INT 450	Internship	3
IS 440	Independent Study (Optional)	1-4
BU 450	Portfolio and Promotion	3
<b>Total Credit Hours</b>		<b>133</b>

All 133-semester hours must be successfully completed with a minimum 2.0 grade point average.

## EDUCATIONAL OBJECTIVES

The Illustration Technologies program at Nossi College offers a comprehensive curriculum focused on ALL aspects of developing commercial illustrators. Students are taught industry techniques by professional illustrators and designers. From fundamental instruction in courses such as Basic Drawing, Color Theory, Graphic Design, and Design Composition, to advanced classes in Book Publishing, Sequential Art, 3D Modeling, and Character Development, illustration students will be exposed to the latest applications, technology, and professional training equipping them for a variety of career opportunities.

Each course in this program is specifically designed to prepare students for freelance and full-time careers in commercial illustration including storyboard artist, comic artist, book illustrators, concept artist, and 3D character and modeling artist, as well as allowing them to be capable graphic designers when looking for a variety of job opportunities in the creative sector.

Along with self-promotional preparation and training, students will also learn what it means to be a freelance artist. Understanding the business aspects of illustration will be as important as learning the technical and aesthetic aspects of creating art. Portfolio preparation, self-promotion, and communication skills will be emphasized as students prepare for their professional careers. All students will begin to develop a freelance network prior to graduation utilizing the Nossi All Access and Career Services Offices. From professional training and industry-relevant courses to professional communication skills, the students in the Bachelor of Graphic Art in Commercial Illustration will have the necessary skills and preparation for a career in illustration or graphic design.

*The normal duration of the Bachelor of Graphic Arts (BGA) program in Illustration Technologies is 11 semesters (44 months). Graduates of the program complete 133 credit hours and earn a Bachelor of Graphic Arts degree in Illustration Technologies, preparing them for entry-level and advanced-level work in the commercial illustration field.*

For more info, please visit [nossi.edu/degree-programs/illustration/](https://nossi.edu/degree-programs/illustration/)

# COURSE DESCRIPTIONS FOR BGA ILLUSTRATION TECHNOLOGIES

## GENERAL EDUCATION COURSES

### SS 104 SUCCESS STRATEGIES

Success Strategies is a course in goal setting, techniques of note and test taking, problem solving skills, time management, and critical thinking skill development. The course is designed to help each student improve learning skills. In addition, students will acquire skills necessary to succeed as commercial artists. Life enhancing principles are also a major aspect of this course.

*This course is offered on ground with an online component.*

### AH 302 AMERICAN HISTORY

This course examines the history of America. The course will be a combination of lecture and discussion.

*This course is offered on ground with an online component.*

### PS 108 PSYCHOLOGY

This is a survey course of the science of psychology. It covers key terms of most of the psychological concepts from brain biology to abnormal, motivational, and developmental psychology. This course surveys a broad field of study. A study of the thinking and research behind various fields of psychology will lead to a discussion of how each field applies to human events in everyday lives. An examination of how psychology also applies to advertising, graphic arts, illustration, and photography will be made.

*This course is offered on ground with an online component.*

### EN 270 ENGLISH

This English class will include intensive grammar review as well as writing assignments to complete a portfolio. Illustrations are encouraged to enhance the writing and the portfolio (these can add points to the grade). A resume and a cover letter are a separate part of the writing. A research paper is required and must have the correct documentation and analysis format.

Professional presentation of final portfolio is required for completion of this course.

*This course is offered on ground with an online component.*

### EN 280 ENGLISH: WRITTEN AND ORAL COMMUNICATION

This course is designed to provide the student with instruction in two major areas of the English language – writing and oral communication skills. Writing techniques using correct English grammar will be emphasized and will be applicable for different environments including corporate, business, and professional settings. A variety of public speaking techniques will also be taught. The student will learn what is appropriate for each situation a professional artist might find.

*This course is offered on ground with an online component.*

### FIN 100 INTRODUCTION TO FINANCIAL LITERACY

This course equips creative students with practical financial skills to manage personal finances, freelance income, taxes, budgeting, contracts, and long-term planning in creative careers. Emphasis is placed on real-world application over theoretical math. Students will leave the course with actionable knowledge to confidently handle financial decisions and sustain a financially healthy creative practice.

*This course is offered on ground with an online component.*

### AH 212 ART HISTORY / APPRECIATION

This course provides a broad coverage of the history of art from prehistoric cave painting through modern times. Students learn from lectures, slide presentations, outside reading, as well as reading the assigned class textbook. The students in this course are taught art appreciation, art history, terminology, artists, and art styles and the characteristics that distinguish individual artists and styles. At the conclusion of this course students are expected to be able to identify different art works and then name the period, the style, its characteristics, influences, and the artist.

*This course is offered on ground with an online component.*

### WC 301 HISTORY OF WESTERN CIVILIZATION

This course presents students with a survey of Western Civilization from the ancient world to contemporary culture. Through discussion and appreciation of historical works, students will draw connections between the origins and influences of

Western Civilization, as well as an understanding of its role in shaping cultures.

*This course is offered on ground with an online component.*

### **HNE 110 Health, Nutrition, Exercise Science**

Designed specifically for creative students, this course explores how nutrition, physical activity, and overall wellness support creative performance and sustainable artistic practice. Students will learn the fundamentals of human nutrition and exercise science with an emphasis on energy balance, stress management, posture and ergonomics, and mental health. Students will gain practical tools for making informed food choices, creating balanced fitness plans, and critically evaluating health information. Ideal for students in health-related majors or anyone interested in improving their personal wellness through evidence-based practices.

*This course is offered on ground with an online component.*

### **LT 211 LITERATURE**

This class is designed to enhance the student's understanding and exposure to literature. Readings will come from the PDF files on Moodle as well as from handouts from the instructor. A novel reading is required and each student will read and analyze a different novel from a list provided by the instructor. Readings from different genres and cultures will include short stories, poetry, and drama. Essays to analyze the readings are the method of assessment as well as tests over the readings and background materials.

*This course is offered on ground with an online component.*

## **COURSES OF MAJOR**

### **BD 101 BASIC DRAWING**

This fundamental course introduces the beginning art student to the principles of drawing. Accurate observations of shapes, forms, contours, and tones will be stressed while learning to use a variety of mediums, i.e., pen and ink, graphite pencils, charcoal, marker, and colored pencil techniques. Fundamental understanding of perspective drawing concepts, including one-, two-, and three- point perspective will also be taught in this course. Students will produce works of art using a variety of drawing techniques, i.e., cross-hatching, hatching, scumbling, back-fourth strokes, overlaying colors, stippling, and washes.

*This course is offered on ground with an online component.*

2025-26 Nossi Academic Catalog

### **IL 250 OPEN STUDIO**

Explore lots of artistic concepts like painting, print making and more.

*This course is offered on ground with an online component.*

### **CT 105 COLOR THEORY**

Students are introduced to the principles of color theory utilizing various affects, techniques, and mediums to create a comprehensive understanding of color principles. Light, hue, value, and saturation are all explored in the course and students will learn many aspects of color relationship, application, and how to effectively utilize the many facets of color and color theory in the commercial art field.

*This course is offered on ground with an online component.*

### **TY 110 TYPOGRAPHY**

Students will study the history of lettering from ancient symbols to today's digital technology. Students will also study various type families, become familiar with the terminology and practice the art of hand lettering. Students will learn the art of designing with type and become familiar with different 'moods' or the feel type can have for different occasions. Students will also learn different styles of type used throughout history. Emphasis on rules for proper letter spacing, word spacing, and the arrangement of type for maximum readability will be stressed.

*This course is offered on ground with an online component.*

### **AF 130 ANATOMY AND FIGURE DRAWING**

PREREQUISITE BD 101

The structure of the human body is taught by observing the skeleton of the human figure.

Understanding the bone structure is an essential prerequisite to drawing the human figure accurately with an emphasis on the muscular structure of the human body. Upon completion, students will be able to produce professional drawings of anatomically correct figures, depict chiaroscuro (the treatment of light and shade in drawing and painting) in the figure, contrast, and emphasize value and placement of the figures by using pencil, charcoal, pastel, cont., and other mediums.

*This course is offered on ground with an online component.*

## **AI 140 ADOBE ILLUSTRATOR**

This course teaches the Adobe Illustrator program, which is the industry standard for vector-based design in the graphic arts field. Students will learn to create their own designs and illustrations while reaching an understanding of the types of real-world problems students face on the job. Printing, color, and design techniques (the latter learned in the various graphic design courses) will be integrated for completion of the various projects.

*This course is offered on ground with an online component.*

## **GD 115 GRAPHIC DESIGN FUNDAMENTALS**

Students will explore the theory of aesthetics and design concepts as it applies to graphics. This course will encompass a detailed investigation into the principles and concepts of effective visual communications through the use of two-dimensional and three-dimensional design with a goal of creative problem solving. There is also an emphasis in Information Gathering, Step 1 of the Nossi 9 Step Creative Process and commercial application of designing corporate graphics such as logos and symbol designs.

*This course is offered on ground with an online component.*

## **PS 142 ADOBE PHOTOSHOP**

This course teaches students how to work with Adobe Photoshop, the industry-standard photo-manipulation program, from a graphic designer's standpoint. This course will introduce students to the steps necessary for preparing digital files for reproduction at a commercial printer, web design, and digital publishing. Students will learn techniques for color management, image and color adjustments, image repair, montage techniques, and preparing images for various outputs.

*This course is offered on ground with an online component.*

## **TY 216 ADVANCED TYPOGRAPHY**

PREREQUISITE TY 110

Students will delve deeper into the usage of fonts as a major design element. Real life projects will allow students to "practice" choosing appropriate fonts for the subject/client as well as choosing the correct size and color. Students will learn to properly use space, the typographic grid, and hierarchy in their designs. Students will begin to use type as a graphic art.

*This course is offered on ground with an online component.*

## **ID 160 ADOBE INDESIGN**

InDesign is the program for page layout artists. It is used to lay out magazines and books, create high-end advertisements, as well as other print projects that need exacting typographic and layout specifications. InDesign has the ability to produce interactive PDFs and apps for the iPad. In this course, learn how to implement InDesign into the daily workflow of your design career. You will break down actual ad and layout designs from magazines and newspapers to discuss how they can be built in InDesign.

*This course is offered on ground with an online component.*

## **AM 218 ALTERNATIVE MEDIUMS**

PREREQUISITE AF 130

In this course, students will be introduced to various painting mediums to increase their versatility in the visual communications industry. Projects in watercolor, gouache, acrylic, oil, and mixed media will be explored.

*This course is offered on ground with an online component.*

## **GD 120 GRAPHIC DESIGN: LINEAR DESIGN**

PREREQUISITE GD 115

This course is a continuation of Graphic Design Fundamentals and delves deeper into visual rhetoric. There is a heavier emphasis on the creative process, concept development and design execution. Students will be introduced to campaign design and the importance of visual continuity, message consistency, and visual appeal. This course requires proficiency in working with and combining raster-based and vector-based digital imagery.

*This course is offered on ground with an online component.*

## **PS 324 ADVANCED PHOTOSHOP**

PREREQUISITE PS 142, AM 218

Adobe Photoshop is the premier program for creating digital paintings and illustrations. It is used for everything from print to web to video. In this course, students will learn to work with brushes and master the settings. Extensive painting projects weekly and large projects will be achieved.

*This course is offered on ground with an online component.*

## **IL 200 INTRODUCTION TO 3D AND ANIMATION**

PREREQUISITE AI 140

This course will introduce students to the world of 3D and basic animation. Many programs will be explored including Blender, Photoshop and others

within the Adobe Creative Suite. This course is to learn basic modeling to aid in the illustration process for envisioning depth, lighting, and structures within the scene. The intro to animation will pursue onion skin behaviors within the program.

*This course is offered on ground with an online component.*

### **PA 205 PRODUCTION ART**

PREREQUISITE GD 115

In this course the student will learn a series of steps for creating a printed product. From the conception and execution of a design through editing and production of the finished product, students will learn about various printing processes focusing mainly on offset lithography. Upon completion of this course, the student will have a clear understanding of the four-color printing process and their role as graphic designer in the process.

*This course is offered on ground with an online component.*

### **MG 250 MOTION GRAPHICS**

PREREQUISITE PS 324

In this course, students continue to learn traditional content and functions of illustration as it relates to books. In addition, students will learn the fundamentals of choosing themes to visualize in a narrative. Students will learn advanced aspects of book illustration, including styles, market, reproduction, character development, and audience. Students will work on independent projects and explore the subject of book illustration in depth. A basic history of the Illustrated Book is covered through an examination of both historical and contemporary examples. Students will learn how to develop the concept of an original idea and how to prepare it for presentation to a commercial publisher.

*This course is offered on ground with an online component.*

### **CW 210 PRINCIPLES OF COPYWRITING**

PREREQUISITE GD 230

The focus of this course is to provide students with the essential skills for professional copywriting and editing. Students will learn how to recognize the purpose behind any piece of copy, use creative skills to make their copy reach target audiences, apply technical specifications to any piece of copy through the use of style sheets and format spoken English into acceptable professional copy.

*This course is offered on ground with an online component.*

### **GD 230 GRAPHIC DESIGN ADVERTISING**

PREREQUISITE GD 115

This course will explore the history of advertising and examine its role and importance in society. The student will learn the basics of marketing and product positioning with a focus on Conceptualization, Reflection and Refinement, and Steps 3, 4, and 5 of the Nossi 9 Step Creative Process. How an advertising campaign develops, from the concept to final executions, including newspapers, magazines, direct mail, television, radio, and billboards, will be explored, including the use of new media, i.e., online advertising and social media.

*This course is offered on ground with an online component.*

### **BM 375 BUSINESS MARKETING FOR CREATIVES**

PREREQUISITE GD 230

In this course, students will learn the skills and procedures necessary to start a successful freelance operation. Students will learn the advantages and disadvantages of freelancing and also what steps are necessary to protect their creative property and ensure they are paid according to their skills and demand. Ethical standards as well as moral standards will be explored in order that students may understand fair competition in the freelance world.

*This course is offered on ground with an online component.*

### **IL 310 ILLUSTRATION ENVIRONMENTS**

PREREQUISITE AM 218, PS 142

The course is designed to help illustrators understand the importance of environments and environmental conditions in illustration. The impact and effectiveness in creating the right environment is essential for illustrators to utilize in commercial illustration. Merging the right environment with character, creature, and non-organic development can be the difference between a good illustration and a great illustration. Artwork will be created using both traditional and digital mediums and techniques with an emphasis on capitalizing the benefits of both.

*This course is offered on ground with an online component.*

### **AF 340 ADVANCED ANATOMY AND FIGURE DRAWING**

PREREQUISITE AF 130

This course will explore the human form in a more in depth study as well as application of movement,

clothing, lighting, and foreshortening. Students will utilize various mediums and experiment with stylization, interpretation, and application of human anatomy in visual communications. Concepts of perspective, structure, and composition will also be introduced in this course, while exploring the affects that clothing and coverings have on the human form. Some introduction to animal and quadruped structure will also be introduced. Both traditional and digital mediums will be used in this course.

*This course is offered on ground with an online component.*

### **AI 350 ADOBE FOR ILLUSTRATORS**

PREREQUISITE AI 140, PS 142, ID 160

Traditional mediums and the powerful colorization tools of Adobe Photoshop, Illustrator, InDesign, and Acrobat are merged for an unbeatable combination in the field of illustration. Savvy professionals today recognize the value of both worlds and in combination, they can bring visual skills highly sought after in today's marketplace.

*This course is offered on ground with an online component.*

### **IL 360 SEQUENTIAL ART**

PREREQUISITE AI 350

Students will have the opportunity to explore illustration in the narrative form. Storyboarding video productions, television commercials and feature films are a necessity in the world of visual entertainment. Comic books, since inception, have used sequential illustration to visualize concepts and tell their stories. Students will also explore the concept and development of Concept Art, where the main goal is to convey a visual representation of design, idea, and/or mood for use in films, video games, animation, or comic books prior to final art.

*This course is offered on ground with an online component.*

### **MG 360 ADVANCED MOTION GRAPHICS**

PREREQUISITE MG 250

This course is designed to extend the understanding of the software and techniques used in the creation of professional motion graphics projects including motion logos, motion text, and infographic presentations. With the demand for specialized information presentations in nearly all aspects of marketing, communication, and content production on the rise, having an understanding of key concepts and methods in motion graphic production as well as experience with relevant software will provide an extension of the capability

and flexibility of graphic designers. With such a wide range of concepts and techniques available, continued study and practice of motion graphics introduces new capabilities including 3D layers, lights, cameras, and advanced effects use and animation techniques. Building on previous semesters, students will create pro-level graphics presentations within Adobe After Effects and other software tools available.

*This course is offered on ground with an online component.*

### **IL 380 EXPLORING 3D**

PREREQUISITE MG 360

In this course, 3D will be explored for commercial use such as building and animating logos and illustrating products in 3D to replace the use of photography. This course will also explore the practical use of 3D in the realm of concept art. A variety of programs will be explored to create a variation of projects and concepts.

*This course is offered on ground with an online component.*

### **IL 410 ADVERTISING & EDITORIAL ILLUSTRATION**

PREREQUISITE IL 310, AI 350, AF 340

This course will embody both the advertising and editorial segments of commercial illustration. The advertising portion of this course will have students research advertising agencies, design studios, and corporations and inquire about their illustration needs. Projects will include corporate collateral like annual reports, products and posters. The editorial portion of this course will address corporate editorial scenarios like newspapers, and magazines on both the local and national levels. Political satire and bringing visual life to the written word are examples of the areas that will be explored.

*This course is offered on ground with an online component.*

### **IL 420 BOOK PUBLISHING ILLUSTRATION**

PREREQUISITE AF 340

Students are introduced to the world of book illustration for the publishing world. All genres will be researched by students and evaluated from Children's Paperbacks or Graphic Novel (children to adult target ages), to historical and religious books. From this exercise, students will choose their direction of expertise and interest.

*This course is offered on ground with an online component.*

## **IL 400 ILLUSTRATION FOR STOCK ART**

PREREQUISITE IL 380

In this course students will be challenged to explore, research, and create for the stock illustration industry. Students will gain the understanding of how stock is searched, utilized, and purchased. The projects will require students to setup appropriate accounts to sell their art after the creation process. They can manage their accounts online while learning to use keywords and descriptions appropriately to sell their art to the live marketplace.

*This course is offered on ground with an online component.*

## **IL 470 ADVANCED ILLUSTRATION**

PREREQUISITE PS 324, AI 350

Students will have the opportunity to further explore commercial illustration in the narrative form. This course will cover advanced typography and illustration in logo development to 3D applications and producing photographic quality illustrations, professional development, and exploration in motion graphics. Professional application of concepts will be addressed in the campaign form of advertising. All aspects of graphic design and illustration will be applied to these concepts.

*This course is offered on ground with an online component.*

## **IL 440 CAPSTONE ILLUSTRATION TECHNOLOGIES**

TAKEN DURING STUDENT'S SECOND TO LAST SEMESTER

In this course, students will create a cohesive body of illustrations best represent each student's interests and strengths. Students will use the media with which they are most confident. Emphasis is on the individual style that most fits the student's artistic personality. Upon completion of this course, students will have created imagery suitable for use in a promotional campaign.

*This course is offered on ground with an online component.*

## **INT 450 ILLUSTRATION INTERNSHIP**

PREREQUISITE: APPROVAL OF DEPARTMENT DIRECTOR

The goal of the illustration internship is to expose the student to a valuable job experience that will enhance their skill sets. This monitored program for senior-level students provides an opportunity to work part-time with cooperating employers (i.e., Sponsor). Though students will be provided professional leads, they must secure their own internship. The internship involves participation,

meaning the student participates in illustration-related tasks.

*This course is offered on ground with an online component.*

## **IS 440 INDEPENDENT STUDY**

Independent study courses are individually designed to meet specific needs of students. They may vary from one to four semester hours of credit. They may be in any subject area a student needs in order to complete degree requirements. Independent study courses must be approved by a member of the faculty and by the Vice President for Academic Affairs.

*This course is offered on ground with an online component.*

## **BU 450 PORTFOLIO AND PROMOTION**

TAKEN DURING STUDENT'S LAST SEMESTER

This intensive capstone course provides students with the technical, conceptual, and aesthetic skills to organize and develop an outstanding professional portfolio. Students will build on their comprehensive body of work while at Nossi College. Self-promotional identity themes are developed along with a thorough review of student resumes, cover letters, and business cards. Interviewing techniques and job search preparation are also stressed. Portfolios, resumes, business cards, and self-promotional materials are showcased at the mandatory Portfolio Review each semester. Industry professionals and potential employers attend the event.

*This course is offered on ground with an online component.*

# Illustrating a Career: Where our Alumni Work



**Animax Designs**, a creative robotic powerhouse behind some of the *LARGEST* blockbuster movies and theme parks around the world. Their clients include **Disney, Warner Brothers, Universal**, and **DreamWorks Studios**.



**Imagen LLC**, a creative environmental design agency that specializes in designing 3D exhibits and innovative display solutions. Their clients include **FedEx, Amazon**, and **Bridgestone/Firestone**.



**Catalyst Design Group** is an architectural firm with combined expertise in planning and landscape architecture. Their clients include **Thomas F. Frist, Jr. College of Medicine Building** at Belmont University, and **The Broadwest Office Tower** in Nashville.

## Illustration Technology Graduates also Work For:



# GRAPHIC DESIGN

Bachelor of Graphic Arts Degree at Nōssi College of Art & Design

## Creative, Curious, and Imaginative?

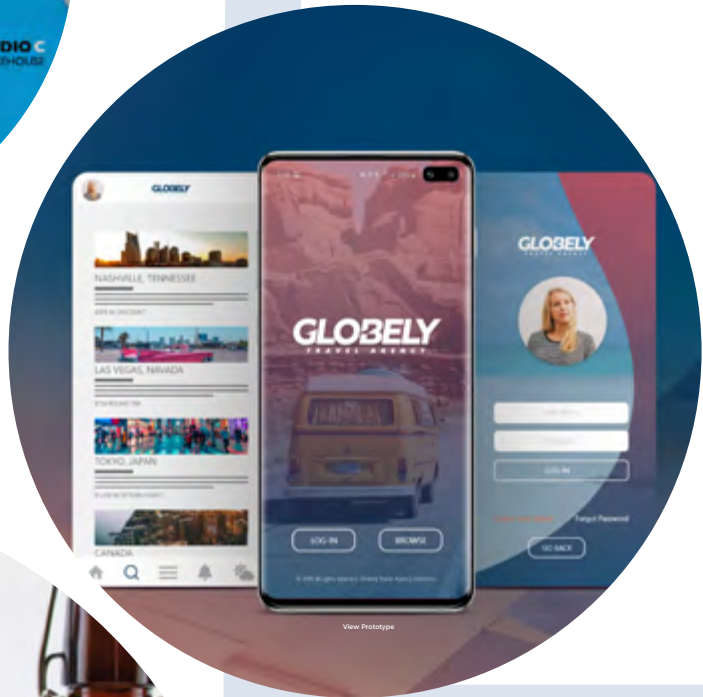
Earn your Bachelor of Graphic Arts Degree and step into Nashville's creative community as a professional designer. Our industry-standard labs and small classes mean you get hands-on instruction from working designers who know your name. You'll build both your design skills and professional network while you're still in school.

### Look Forward to...

- **Mastering industry-leading software** including Adobe Creative Suite
- **Mentoring** in small classes with instruction from working graphic designers
- **Mastering AI** with the Nōssi AI Approach
- **Enjoying the Nashville advantage** with internships in Music City's creative community
- **Making industry connections** through our design professional network
- **Mastering four core areas** — print design, web design, UX/UI, and advertising
- **Graduating ready to lead** creative projects with confidence in business and marketing
- **Locking in your tuition** — no increases for as long as you're enrolled



# Designs that Demand Attention



Work Credits: Natalie Jones, Xavier Carpio, Julius Kiprotich, Haley Owens, Michelle Maret, Turner Frilling, Hannah Milosevich, Rachel Quinn



# Bachelor of Graphic Arts (BGA)

## Graphic Design

Course Number	Course Title	Credit Hours
<b>General Education Course</b>		
SS 104	Success Strategies	4
AH 302	American History	4
PS 108	Psychology	4
EN 270	English	4
EN 280	English: Written and Oral Communication	3
FIN 100	Introduction to Financial Literacy	3
AH 212	Art History / Appreciation	4
WC 301	History of Western Civilization	4
HNE 110	Health, Nutrition, Exercise Science	3
LT 211	Literature	4
<b>Courses of Major</b>		
BD 101	Basic Drawing	3
GD 200	Conceptual Thinking	3
AI 140	Adobe Illustrator	3
CT 105	Color Theory	3
ID 160	Adobe InDesign	3
PS 142	Adobe Photoshop	3
GD 115	Graphic Design Fundamentals	3
TY 110	Typography	3
WD 185	Web Language I	3
PA 205	Production Art	3
WD 195	Web Language II	3
WD 290	Web Language III	3
TY 216	Advanced Typography	3
GD 220	Layout Design	3
GD 230	Graphic Design: Advertising	3
UI 140	User Interface Design	3
CW 210	Principles of Copywriting	3
UX 240	User Experience Design	3
UX 340	Advanced UX Design	3
MG 250	Motion Graphics	3
IL 380	Exploring 3D	3
ID 280	Interactive Design	3
PG 410	Packaging Design	3
GD 405	Corporate Identity	3
GD 460	Advertising Art Direction	3
GD 490	Environmental Graphic Design	3
MG 360	Advanced Motion Graphics	3
BM 375	Business Marketing for Creatives	3
PD 380	Publication Design	3
GD 420	Capstone Graphic Design	3
IS 440	Independent Study (optional)	1-4
BU 450	Portfolio and Promotion	3
INT 450	Graphic Design Internship	3
<b>Total Credit Hours</b>		<b>133</b>

All 133-semester hours must be successfully completed with a minimum 2.0 grade point average.

## EDUCATIONAL OBJECTIVES

To excel as a graphic artist, you need to learn from those who have paved the road before you. Nossi College's innovative Bachelor of Graphic Arts (BGA) degree in Graphic Design is taught by current leading professionals, instructing relevant projects in graphic design, web design, interactive design, motion graphics, app development, digital publishing, and advertising strategies. The program is designed to help students perform at a high level – increasing their opportunity for success in a demanding industry.

The “lower-level” courses are developed for mastering the basic principles of design, the creative process, interactive graphic design, and web development. They will grow your skills in design technologies such as mobile app development, digital publishing, and motion graphics. The “upper level” courses are designed to strengthen your skills with challenging projects in advanced graphic design, web design, packaging, art direction, and advertising strategies.

## PROGRAM STRUCTURE

Our BGA in Graphic Design may be completed in five semesters for students who have already earned an Associate Degree in Graphic Art and Design. As a freshman, the program can be completed just under four years. Day or evening classes allow you to work as you complete the program. General education courses include a creative writing English course, art history, math, and liberal arts courses such as literature and psychology.

*The usual duration of the Bachelor of Graphic Arts (BGA) program in Graphic Design is 11 semesters (44 months). Graduates of the program complete 133 credit hours and earn a Bachelor of Graphic Arts (BGA) degree in Graphic Design. This curriculum will prepare graduates for a variety of employment opportunities in the graphic design field.*

For more info, please visit [nossi.edu/degree-programs/graphic-design/](https://nossi.edu/degree-programs/graphic-design/)

# COURSE DESCRIPTIONS FOR BGA GRAPHIC DESIGN

## GENERAL EDUCATION COURSES

### SS 104 SUCCESS STRATEGIES

Success Strategies is a course in goal setting, techniques of note and test taking, problem solving skills, time management, and critical thinking skill development. The course is designed to help each student improve his learning skills. In addition, students will acquire skills necessary to succeed as commercial artists. Life enhancing principles are also a major aspect of this course.

*This course is offered on ground with an online component.*

### AH 302 AMERICAN HISTORY

This course examines the history of America. The course will be a combination of lecture and discussion.

*This course is offered on ground with an online component.*

### PS 108 PSYCHOLOGY

This is a survey course of the science of psychology. It covers key terms of most of the psychological concepts from brain biology to abnormal, motivational, and developmental psychology. This course surveys a broad field of study. A study of the thinking and research behind various fields of psychology will lead to a discussion of how each field applies to human events in everyday lives. An examination of how psychology also applies to advertising, graphic arts, illustration, and photography will be made.

*This course is offered on ground with an online component.*

### EN 270 ENGLISH

This English class will include intensive grammar review as well as writing assignments to complete a portfolio. Illustrations are encouraged to enhance the writing and the portfolio (these can add points to the grade). A resume and a cover letter are a separate part of the writing. A research paper is required and must have the correct documentation and analysis format. Professional presentation of final portfolio is required for completion of this course.

*This course is offered on ground with an online component.*

### EN 280 ENGLISH: WRITTEN AND ORAL COMMUNICATION

This course is designed to provide the student with instruction in two major areas of the English language – writing and oral communication skills. Writing techniques using correct English grammar will be emphasized and will be applicable for different environments including corporate, business, and professional settings. A variety of public speaking techniques will also be taught. The student will learn what is appropriate for each situation in which a professional artist might encounter.

*This course is offered on ground with an online component.*

### FIN 100 INTRODUCTION TO FINANCIAL LITERACY

This course equips creative students with practical financial skills to manage personal finances, freelance income, taxes, budgeting, contracts, and long-term planning in creative careers. Emphasis is placed on real-world application over theoretical math. Students will leave the course with actionable knowledge to confidently handle financial decisions and sustain a financially healthy creative practice.

*This course is offered on ground with an online component.*

### AH 212 ART HISTORY / APPRECIATION

This course provides a broad coverage of the history of art from prehistoric cave painting through modern times. Students learn from lectures, slide presentations, outside reading, as well as reading the assigned class textbook. The students in this course are taught art appreciation, art history, terminology, artists, and art styles and the characteristics that distinguish individual artists and styles. At the conclusion of this course students are expected to be able to identify different artworks and then name the period, the style, its characteristics, influences, and the artist.

*This course is offered on ground with an online component.*

### WC 301 HISTORY OF WESTERN CIVILIZATION

This course presents students with a survey of Western Civilization from the ancient world to contemporary culture. Through discussion and appreciation of historical works, students will draw connections between the origins and influences of Western Civilization, as well as an understanding of its role in shaping cultures.

*This course is offered on ground with an online component.*

### HNE 110 Health, Nutrition, Exercise Science

Designed specifically for creative students, this course explores how nutrition, physical activity, and overall

wellness support creative performance and sustainable artistic practice. Students will learn the fundamentals of human nutrition and exercise science with an emphasis on energy balance, stress management, posture and ergonomics, and mental health. Students will gain practical tools for making informed food choices, creating balanced fitness plans, and critically evaluating health information. Ideal for students in health-related majors or anyone interested in improving their personal wellness through evidence-based practices.

*This course is offered on ground with an online component.*

## **LT 211 LITERATURE**

This class is designed to enhance the student's understanding and exposure to literature. Readings will come from the PDF files on Moodle as well as from handouts from the instructor. A novel reading is required and each student will read and analyze a different novel from a list provided by the instructor. Readings from different genres and cultures will include short stories, poetry, and drama. Essays to analyze the readings are the method of assessment as well as tests over the readings and background materials.

*This course is offered on ground with an online component.*

## **COURSES OF MAJOR**

### **BD 101 BASIC DRAWING**

This fundamental course introduces the beginning art student to the principles of drawing. Accurate observations of shapes, forms, contours, and tones will be stressed while learning to use a variety of mediums, i.e., pen and ink, graphite pencils, charcoal, marker, and colored pencil techniques. Fundamental understanding of perspective drawing concepts, including one-, two-, and three-point perspective will also be taught in this course. Students will produce works of art using a variety of drawing techniques, i.e., cross-hatching, hatching, scumbling, back-fourth strokes, overlaying colors, stippling, and washes.

*This course is offered on ground with an online component.*

### **GD 200 CONCEPTUAL THINKING**

PREREQUISITE GD 115, PA 205

The objective of this course is to develop student's conceptual thinking skills in graphic design while integrating artificial intelligence (AI) techniques to explore innovative approaches and possibilities in

design creation. Through a combination of theoretical exploration, hands-on experimentation, and critical analysis, students will cultivate the ability to conceptualize, develop and execute design projects effectively communicate ideas, provoke thought and engage diverse audiences, leveraging AI as a tool for enhancing creativity and efficiency in the design process.

*This course is offered on ground with an online component.*

### **AI 140 ADOBE ILLUSTRATOR**

This course will teach students the Adobe Illustrator program, which is the industry standard for vector-based design in the graphic arts field. Students will learn to create their own designs, illustrations, and reach an understanding of the types of real-world problems students face on the job. Printing, color, and design techniques (the latter learned in the various graphic design courses) will be integrated for completion of the various projects.

*This course is offered on ground with an online component.*

### **CT 105 COLOR THEORY**

Students are introduced to the principles of color theory utilizing various effects, techniques, and mediums to create a comprehensive understanding of color principles. Light, hue, value, and saturation are all explored in the course and students will learn many aspects of color relationship, application, and how to effectively utilize the many facets of color and color theory in the commercial art field.

*This course is offered on ground with an online component.*

### **ID 160 ADOBE INDESIGN**

Adobe InDesign is the program for page layout artists. It is used to create high-end advertisements, layout magazines and books, as well as other print projects that need exacting typographic and layout specifications. InDesign also has the ability to produce interactive PDFs and apps for the iPad.

*This course is offered on ground with an online component.*

### **PS 142 ADOBE PHOTOSHOP**

Adobe Photoshop is the premier program for photographic manipulation for Graphic Designers and Illustrators. It is used for everything from print to web to video and now 3D. In this course, you will learn how to work with in Adobe Photoshop, creating strong visuals for many different mediums. You will learn how to scan images and then modify them for use in your projects. And you will learn all

of the tools of Photoshop. During learning these tools you will learn to manipulate images, create posters, paintings, videos, and 3D advertisements. In this course, you will learn how to implement InDesign into the daily workflow of your design career. You will also break down actual ad and layout designs from magazines and newspapers to discuss how these can be built within InDesign.

*This course is offered on ground with an online component.*

### **GD 115 GRAPHIC DESIGN FUNDAMENTALS**

PREREQUISITE ID 160, PS 142

Students will explore the theory of aesthetics and the design concepts relevant to graphic design and web design. Building on the students' understanding of the elements and principles of design, this course examines the various methods of effective visual communications. While emphasizing the design process, critical thinking skills are cultivated and utilized toward creative problem-solving.

*This course is offered on ground with an online component.*

### **TY 110 TYPOGRAPHY**

This course is first of two levels of typography. Students will study the history of typography as the visualization of language. They will become familiar with the anatomy of type, the classifications, and the difference between a fonts, typefaces, and glyphs. Students will learn the rules of typography and practice the most common typesetting skills (e.g., tracking, kerning, and leading). Students will study appropriate typeface selection and application within traditional and new media to ensure maximum readability and/or artistic expression.

*This course is offered on ground with an online component.*

### **WD 185 WEB LANGUAGE I**

Knowledge of basic web design has become a prerequisite skill in many technology-oriented occupations. Even for those who do not intend to enter a career exclusively in web design, the current demand for basic abilities to create and manage a web presence is becoming widely expected. Students will be introduced to prototyping web designs, a variety of web programming languages such as HTML and CSS, a variety of industry standard web editing tools, creation and optimization of web graphics and animations, web page layout, and authoring web pages to the Internet. By the end of the course, students should feel comfortable designing web

content from scratch or editing existing web content regardless of their chosen career path.

*This course is offered on ground with an online component.*

### **PA 205 PRODUCTION ART**

PREREQUISITE ID 160, PS 142

In this course the student will learn a series of steps for creating a printed product. From the conception and execution of a design through editing and production of the finished product, students will learn about various printing processes focusing mainly on offset lithography. Upon completion of this course, the student will have a clear understanding of the four-color printing process and their role as graphic designer in the process.

*This course is offered on ground with an online component.*

### **WD 195 WEB LANGUAGE II**

PREREQUISITE WD 185

A continuation of Web Language I, this course emphasizes responsive web design and introduces the most widely utilized responsive framework. Responsive web design refers to a fluid design grid capable of smoothly adjusting to various screen sizes, ensuring content consistency across devices. Students will be challenged to experiment with various layouts, split content, hidden navigation, and parallaxweb design. This course introduces the responsive framework, Bootstrap.

*This course is offered on ground with an online component.*

### **WD 290 WEB LANGUAGE III**

PREREQUISITE WD 195

Expanding on web languages and technologies learned in Web Language I and II, students will learn more advanced constructs of responsive frameworks. Specifically, students will explore the open-source content management system, Wordpress. This will serve as an introduction to the server-side language PHP, and the MySQL database. By the end of the course, students will be able to fully develop a responsive website from a prototype, integrate it into a content management system using PHP frameworks and author it to the web.

*This course is offered on ground with an online component.*

### **TY 216 ADVANCED TYPOGRAPHY**

PREREQUISITE TY 110

Expanding on students' understanding of type anatomy, emphasis is placed on the expressive potential of typography. By designing an original display typeface,

students will explore how the form of the written letter affects meaning. The emphasis is on design elements from the perspective of history, psychology, marketing, and artistic interpretation executed with digital tools.  
*This course is offered on ground with an online component.*

## **GD 220 LAYOUT DESIGN**

PREREQUISITE GD 115

By concentrating on layout composition and grid systems, this course will utilize design principles and problem-solving skills developed in prior fundamental and mid-level graphic design courses. With an emphasis on design process, students will explore various means of hierarchy and visual wayfinding. Students use critical thinking in the application of type and other design elements to create clear, sophisticated and relevant communicative designs.

*This course is offered on ground with an online component.*

## **GD 230 GRAPHIC DESIGN ADVERTISING**

PREREQUISITE GD 200

This course will explore the history of graphic design in advertising and examine its role and importance in society. The student will learn the basics of marketing and product positioning with a focus on Conceptualization, Reflection and Refinement. Students will examine the process of successful advertisement development, from concept to final execution. Advertising mediums such as newspapers, magazines, direct mail, and billboards will be explored, including the use of new media (e.g. online advertising and social media).

*This course is offered on ground with an online component.*

## **UI 140 USER INTERFACE DESIGN**

PREREQUISITE UX 240

In this course, students will learn to identify and compose effective design patterns for digital interfaces. In addition, students will learn usability fundamentals such as learnability, visibility, error prevention, efficiency, and solid interface design. Lastly, students will also learn how to use associated prototyping tools to create both low-fidelity and high-fidelity prototypes. By the completion of this course, students will be able to better implement and understand the theory of effective design aesthetics and functionality, while relating it to future academic and professional development.

*This course is offered on ground with an online component.*

## **CW 210 PRINCIPLES OF COPYWRITING**

PREREQUISITE GD 200

The focus of this course is to provide students with the essential skills for professional copy writing and editing. Students will learn how to recognize the purpose

behind any piece of copy, use creative skills to make their copy reach target audiences, apply technical specifications to any piece of copy through the use of style sheets, and format spoken English into acceptable professional copy.

*This course is offered on ground with an online component.*

## **UX 240 USER EXPERIENCE DESIGN**

This course provides a comprehensive overview of the user experience design process, and is intended to familiarize students with the methods, concepts, and techniques necessary to make user experience design an integral part of developing information interfaces. The course provides students with an opportunity to acquire the resources, skills, and hands-on experience they need to design, develop, and evaluate information interfaces from a user-centered design perspective.

*This course is offered on ground with an online component.*

## **UX 340 ADVANCED UX DESIGN**

PREREQUISITE UX 240

This advanced curriculum guides students through the entire UX design process using a semester-long project, with a focus on research, design, and iterative development. The course integrates AI (Artificial Intelligence) tools at each stage and culminates in a comprehensive case study and final presentation. The midterm and final assessments are designed to evaluate both individual and group progress through structured assignments and presentations.

*This course is offered on ground with an online component.*

## **MG 250 MOTION GRAPHICS**

This class is designed to expose the student to software and techniques used in the creation of professional motion graphics. With the demand for motion graphics in all aspects of marketing, communication, and content production on the rise, having an understanding of key concepts and methods will provide greater flexibility and capability for graphic designers and videographers. Beginning with keyframes, this class examines the basics of motion graphic creation and animation. Utilizing Adobe After Effects, the students will create pro-level graphics presentations.

*This course is offered on ground with an online component.*

## **IL 380 EXPLORING 3D**

In this course, 3D will be explored for commercial use such as building and animating logos. Students will learn how to illustrate product in 3D and that will replace the use of photography. This course would also

explore practical use of 3D in the realm of concept art. A variety of programs will be explored to create a diverse number of projects and concepts.

*This course is offered on ground with an online component.*

## **ID 280 INTERACTIVE DESIGN**

PREREQUISITE WD 290

Interactive Design represents a critical and rapidly evolving construct of the overall Internet user experience. Pacing with current industry standards means evolving beyond static web content to web pages and applications offering more dynamic user experiences with interactivity and animation. While the concept of Interactive Design embodies a broad spectrum of techniques and methodologies, the scope of this class will be limited to those most prevalent for basic web design. Students will learn several different relevant toolsets for developing interactive content from code editors to graphical integrated development environments. By the end of this course, students will have built their own web applications, animations, widgets, advertisements, and other interactive content for multiple platforms and devices through use of HTML, CSS, Sass/SCSS, and JavaScript.

*This course is offered on ground with an online component.*

## **PG 410 PACKAGING DESIGN**

PREREQUISITE IL 380

This introduction to packaging design will allow students to see the importance of packaging in the marketplace. A gained knowledge of packaging's role in cultural society as well as brand importance will be addressed. Students receive a broad overview that covers essential package design basics, including materials and production methods, structures and surfaces, product positioning, and environmental concerns.

*This course is offered on ground with an online component.*

## **GD 405 CORPORATE IDENTITY**

PREREQUISITES CW210

The role of communication design in creating comprehensive corporate identity systems is the focus of this course. An analysis of corporate objectives and practical applications will be the basis for developing a structured corporate identity system, including logo design, color, symbols, and branding. Other business collateral may also apply (stationery, business cards, signage, packaging, and vehicle graphics). Students will study and analyze effective corporate identity systems through case studies. Project solution will require innovative thinking and alternative design

approaches with creative, intense use of otherwise traditional media output.

*This course is offered on ground with an online component.*

## **GD 460 ADVERTISING ART DIRECTION**

PREREQUISITE GD 405, PG 410

After completing this team-based course, the student will have a firm grasp of the fundamentals of art direction. Mimicking real-world project scenarios, this course applies the principles of project management, concept development, problem-solving, and teamwork as they relate to the functions of the art director and creative team members. Helping to promote cross-disciplinary collaboration, students in this course will have the opportunity to work with fellow creatives from other Nossi programs (i.e., Photography and Illustration).

*This course is offered on ground with an online component.*

## **GD 490 ENVIRONMENTAL GRAPHIC DESIGN**

PREREQUISITE GD 405

This course provides an introductory overview of the process, materials, methods, and technologies for planning, designing, and specifying graphic elements in built and natural environments. Students learn application of spatial perception, symbolism, and typography for the purpose of wayfinding and placemaking in directional, informational, and decorative systems. Special attention is given to the science of wayfinding, in-depth research, idea generation, audience consideration, execution, and fabrication.

*This course is offered on ground with an online component.*

## **MG 360 ADVANCED MOTION GRAPHICS**

PREREQUISITE MG 250

This course is designed to extend the understanding of the software and techniques used in the creation of professional motion graphics projects including motion logos, motion text, and infographic presentations. With the demand for specialized information presentations in nearly all aspects of marketing, communication, and content production on the rise, having an understanding of key concepts and methods in motion graphic production as well as experience with relevant software will provide an extension of the capability and flexibility of graphic designers. With such a wide range of concepts and techniques available, continued study and practice of motion graphics introduces new capabilities including 3D layers, lights, cameras, and advanced effects use and animation techniques. Building on previous semesters, students will create pro-level graphics

presentations within Adobe After Effects and other software tools available.

*This course is offered on ground with an online component.*

### **BM 375 BUSINESS MARKETING FOR CREATIVES**

In this course, students will learn the skills and procedures necessary to start a successful freelance operation. Students will learn the advantages and disadvantages of freelancing and what steps are necessary to protect their creative property and ensure that they are paid according to their skills and demand. Ethical standards as well as moral standards will be explored so students understand fair competition in the freelance world.

*This course is offered on ground with an online component.*

### **PD 380 PUBLICATION DESIGN**

PREREQUISITES GD 405, GD460

The focus of this course is on creating a print publication from cover to cover. With an emphasis on hierarchy, grid, page sequence, and spreads, the publication integrates images, color, texture, and typography relative to the subject of the publication. The pace of the course is fast and designed to simulate a working environment, while still giving students time to think out their concepts and make careful and considered design decisions.

*This course is offered on ground with an online component.*

### **GD 420 CAPSTONE GRAPHIC DESIGN**

PREREQUISITE All course other than INT 450 and BU 450

Portfolio and Capstone aim to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Capstone begins the portfolio process by creating or refining self-branding, beginning the portfolio website, and taking on new projects where necessary for a diverse portfolio. Students also officially prepare for their required internship by beginning the process of securing field sponsorship.

*This course is offered on ground with an online component.*

### **IS 440 INDEPENDENT STUDY (OPTIONAL)**

Independent study courses are individually designed to meet specific needs of students. They may vary from one to four semester hours of credit. They may be in any subject area a student needs in order to complete degree requirements. Independent study courses must be approved by a

member of the faculty, the student's department coordinator and by the Vice President for Academic Affairs.

*This course is offered on ground with an online component.*

### **BU 450 PORTFOLIO AND PROMOTION**

PREREQUISITE All course other than INT 450

Portfolio's objective is to have graphic designers construct and refine their professional portfolios, which should showcase the student's conceptual, technical, and business abilities while reflecting their talent and their professional-level understanding of successful design. Working with the instructor, students are expected to create communication materials for self-promotion, develop strategies for networking and community involvement, and compile an entry-level portfolio to prepare for their job search. All graduating students are required to formally present their final portfolio to industry professionals at the Student Portfolio Show.

*This course is offered on ground with an online component.*

### **INT 450 GRAPHIC DESIGN INTERNSHIP**

PREREQUISITE All course other than BU 450

The goal of the graphic design internship is to expose the student to a valuable job experience that will enhance their skill sets. This monitored program for senior-level students provides an opportunity to work part-time with cooperating employers (i.e., Sponsor). Though students will be provided professional leads, they must secure their own internship. The internship involves participation—meaning the student is participating in graphic or web design-related tasks. This could include graphic/web design, research, assisting in project assembly, assisting in production, and so on. An internship should also include observation, where the intern can observe professionals performing various activities such as creative meetings, production meetings, and scheduling.

*This course is offered on ground with an online component.*



# Designing a Career: Where our Alumni Work



**Lose Design** is a space planning firm offering architecture, civil engineering, landscape architecture, and planning services. Their clients include **MTSU Track & Field Stadium**, **Riverfront Park**, and **First Tennessee Park** in Nashville.



**MD Publishing** is an award-winning media company specializing in magazine print, primarily for the medical community. Their magazines include **TechNation**, **ICE**, and **OR**.



**Lions Creative Media** is a full-service branding and marketing company that offers a range of services from Graphic & Web Design, to Photography & Videography. In 2021, they even produced a commercial for the Super Bowl! Clients include **Uncle Ray's Snack Chips**, **Tennessee Wines**, and **Michelle's Bakery**, an e-commerce business in North Carolina.

## Graphic Design Graduates also Work For:



# PHOTOGRAPHY & CONTENT CREATION

Bachelor of Graphic Arts Degree at Nōssi College of Art & Design

## What Is Your Shutter Speed?

Earn a Bachelor of Graphic Arts in Photography, and step confidently into the creative community as a trained professional. Our state-of-the-art studios and small classes mean you get hands-on instruction from working photographers who know your name. You'll build your technical skills and your professional network while you're still in school.

### Look Forward to...

- **Training in professional studios** with industry standard equipment and lighting
- **Learning four core areas** — photography genres, video, social media, and business
- **Mentoring** in small classes with instruction from working photographers
- **Mastering AI** with the Nōssi AI Approach
- **Enjoying the Nashville advantage** with internships in a vibrant media scene
- **Making industry connections** through our photography professional network
- **Graduating ready to lead** your own photography studio or business
- **Locking in your tuition** — no increases for as long as you're enrolled



# Picture Perfect



Work Credits: Ryan Holtlander, Maggie Pinson, Savannah Lingle, Zachary Anderson, McKayla England, Savannah Lingle, Kris Castilon, Gavin Bullard



# Bachelor of Graphic Arts (BGA) Photography

Course Number	Course Title	Credit Hours
<b>General Education Course</b>		
SS 104	Success Strategies	4
AH 302	American History	4
PS 108	Psychology	4
EN 270	English	4
EN 280	English: Written and Oral Communication	3
FIN 100	Introduction to Financial Literacy	3
WC 301	History of Western Civilization	4
HNE 110	Health, Nutrition, Exercise Science	3
LT 211	Literature	4
<b>Courses of Major</b>		
PH 101	Introduction to Photography	3
PH 103	Adobe Lightroom	3
SL 130	Studio Lighting Techniques	3
DP 104	Digital Photography	3
LL 110	Location Lighting Techniques	3
PS 140	Adobe Photoshop	3
PH 240	Advanced Digital Photography	3
PH 230	Advanced Lighting	3
PH 270	Sports / Photojournalism Photography	3
BU 270	The Business of Photo / Video	3
VF 101	Introduction to Video	3
PH 210	Commercial Advertising	3
VF 125	Editing Techniques	3
DM 150	Digital Marketing Fundamentals	3
PH 340	Landscape Photography	3
PH 201	Portrait Photography	3
VF 230	Audio Techniques	3
PH 350	Advanced Image Processing	3
SM 350	Social Media Marketing Strategies	3
MF 425	Model Fashion Photography	3
PV 300	Photography and Video for Socials I	3
PH 410	Advanced Commercial Advertising	3
PH 450	Travel Photography	3
SM 360	Social Media Paid Ads	3
PH 420	Concerts and Special Events Photography	3
BU 280	The Business of Photography II	3
WE 405	Wedding Events	3
PH 310	Food Photography	3
SM 370	Influencer Marketing	3
INT 450	Internship	3
PH 480	Fine Art Photography	3
BU 450	Portfolio and Promotion	3
BU 490	Capstone	3
IS 440	Independent Study (Optional)	1-4
<b>Total Credit Hours</b>		<b>132</b>

All 132-semester hours must be successfully completed with a minimum 2.0 grade point average.

## EDUCATIONAL OBJECTIVES

Nossi College's Bachelor of Graphics Arts (BGA) degree in Photography prepares graduates for careers as a commercial photographer, giving Nossi graduates a competitive advantage in the job market. Employers value photographers with a diverse range of skills, the ability to stay current with changing technologies, and proven creative thinking. Graduates of this program can clearly demonstrate all of these achievements.

This program provides students with extensive experiences with camera techniques, a strong emphasis on lighting processes, composition, post-production work, including Adobe Photoshop and Lightroom, and an appreciation for the ever-changing world of photography. Through the process of specific areas of photography (photojournalism, wedding, portraiture, fashion, advertising, food, travel, and sports, for example), our students learn how to adjust their photographic skills for different uses both in and out of the classroom.

Through Online Marketing and Business of Photography I and II courses, students learn the realities of dealing with clients, dealing with local and state government regulations, and how to promote one's own business. These business courses are an extremely important aspect of this degree as we anticipate every one of our graduates from this program can be successful as a professional photographer.

*The normal duration of the Bachelor of Graphic Arts (BGA) program in Photography is 11 semesters (44 months). Graduates of the program complete 132 credit hours and earn a Bachelor of Graphic Arts degree in Photography, preparing them for entry-level and advanced-level work in the photography field.*

For more info, please visit [nossi.edu/degree-programs/photography](https://nossi.edu/degree-programs/photography)

# COURSE DESCRIPTIONS FOR BGA PHOTOGRAPHY

## GENERAL EDUCATION COURSES

### SS 104 SUCCESS STRATEGIES

Success Strategies is a course in goal setting, techniques of note and test taking, problem solving skills, time management, and critical thinking skill development. The course is designed to help each student improve learning skills. In addition, students will acquire skills necessary to succeed as commercial artists. Life enhancing principles are also a major aspect of this course.

*This course is offered on ground with an online component.*

### AH 302 AMERICAN HISTORY

This course examines the history of America. The course will be a combination of lecture and discussion.

*This course is offered on ground with an online component.*

### PS 108 PSYCHOLOGY

This is a survey course of the science of psychology. It covers key terms for most of the psychological concepts from brain biology to abnormal, motivational, and developmental psychology. This course surveys a broad field of study. A study of the thinking and research behind various fields of psychology will lead to a discussion of how each field applies to human events in everyday lives. An examination of how psychology also applies to advertising, graphic arts, illustration, and photography will be made.

*This course is offered on ground with an online component.*

### EN 270 ENGLISH

This English class will include intensive grammar review as well as writing assignments to complete a portfolio. Illustrations are encouraged to enhance the writing and the portfolio (these can add points to the grade). A resume and a cover letter are a separate part of the writing. A research paper is required and must have the correct documentation and analysis format. Professional presentation of final portfolio is required for completion of this course.

*This course is offered on ground with an online component.*

### EN 280 ENGLISH: WRITTEN AND ORAL COMMUNICATION

This course is designed to provide the student with instruction in two major areas of the English language – writing and oral communication skills. Writing techniques using correct English grammar will be emphasized and will be applicable for different environments including corporate, business, and professional settings. A variety of public speaking techniques will also be taught. The student will learn what is appropriate for each situation in which, as a professional artist, he might find himself.

*This course is offered on ground with an online component.*

### FIN 100 INTRODUCTION TO FINANCIAL LITERACY

This course equips creative students with practical financial skills to manage personal finances, freelance income, taxes, budgeting, contracts, and long-term planning in creative careers. Emphasis is placed on real-world application over theoretical math. Students will leave the course with actionable knowledge to confidently handle financial decisions and sustain a financially healthy creative practice.

*This course is offered on ground with an online component.*

### WC 301 HISTORY OF WESTERN CIVILIZATION

This course presents students with a survey of Western Civilization from the ancient world to contemporary culture. Through discussion and appreciation of historical works, students will draw connections between the origins and influences of Western Civilization, as well as an understanding of its role in shaping cultures.

*This course is offered on ground with an online component.*

### HNE 110 Health, Nutrition, Exercise Science

Designed specifically for creative students, this course explores how nutrition, physical activity, and overall wellness support creative performance and sustainable artistic practice. Students will learn the fundamentals of human nutrition and exercise science with an emphasis on energy balance, stress management, posture and ergonomics, and mental health. Students will gain practical tools for making informed food choices, creating balanced fitness plans, and critically evaluating health information. Ideal for students in health-related majors or anyone

interested in improving their personal wellness through evidence-based practices.

*This course is offered on ground with an online component.*

### **LT 211 LITERATURE**

This class is designed to enhance the student's understanding and exposure to literature. Readings will come from the PDF files on Moodle as well as from handouts from the instructor. A novel reading is required and each student will read and analyze a different novel from a list provided by the instructor. Readings from different genres and cultures will include short stories, poetry, and drama. Essays to analyze the readings are the method of assessment as well as tests over the readings and background materials.

*This course is offered on ground with an online component.*

## **COURSES OF MAJOR**

### **PH 101 INTRODUCTION TO PHOTOGRAPHY**

Introduction to photography will focus on learning and building the photography skills necessary to complete a variety of technical assignments revolving around nature and wildlife. Students will learn how to utilize the main functions of a digital camera in order to make accurate exposures. They will also learn the correct terminology and equipment associated with basic photography. This course is designed to build each student's confidence when using their camera to complete challenging assignments. Introduction to photography will give students a solid foundation that will be used throughout their photography degree program. Shooting assignments for this course will primarily consist of nature photography concepts using available light. Use of tripods, meters, and lenses will be taught on field trips with an emphasis on basic color control, composition, and exposure. Introduction to photography will give students a solid foundation that will be used throughout their photography degree program. Shooting assignments for this course will primarily consist of nature photography concepts using available light. Use of tripods, meters and lenses will be taught on field trips with an emphasis on basic color control, composition and exposure.

*This course is offered on ground with an online component.*

### **PH 103 ADOBE LIGHTROOM**

In this course, students will be introduced to the Macintosh computer. Comparisons between the Macintosh and PC environments will be discussed in order to help those who are used to working with the PC become comfortable in the Mac environment. Students will learn how to work with the system, with an emphasis on organization and workflow. Through the use of the various programs included with the operating system and Adobe Lightroom, this learning process will take the students through various projects geared to introduce them to the software applications they will use the most. Students will be introduced to and begin to use Adobe Lightroom to organize their workflow and develop their photographs using camera raw files. Emphasis will be placed on acquiring proficiency with camera raw processing for correct white balance, tonal range, noise reduction, and sharpening.

*This course is offered on ground with an online component.*

### **SL 130 STUDIO LIGHTING TECHNIQUES**

This course is a studio and lighting class covering the basic fundamentals of various types of lighting. It includes different lighting systems that will demonstrate studio techniques for portrait, tabletop, and still life photography. This class will give the students an understanding of how to work in the studio to achieve hard light and soft light using different types of light modifiers including the use of reflectors, soft boxes, umbrellas, grids, snoots, and various other lighting accessories.

*This course is offered on ground with an online component.*

### **DP 104 DIGITAL PHOTOGRAPHY**

PREREQUISITE PH 101

This course is primarily a shooting course. Students are expected to shoot hundreds of images improving their techniques productions and skills as they progress through the course. Some of the images students produce may be of portfolio quality. Additional topics include digital imaging, analyzing digital images, image capture with digital cameras and scanners, output devices, resolutions, and digital file formats.

*This course is offered on ground with an online component.*

### **LL 110 LOCATION LIGHTING TECHNIQUES**

This is a course in understanding the use of natural and artificial light, reflectors, strobes, tungsten, and

fluorescent lighting systems to light and photograph portraits, interiors, exteriors, large and small spaces, still life, streets, and architecture for corporate and editorial assignments. Students will learn about color temperatures and ways to color-balance with the use of color-correcting gels and filters.

Techniques of controlling, shaping, moving, and enhancing natural light will be learned.

*This course is offered on ground with an online component.*

### **PS 140 ADOBE PHOTOSHOP**

PREREQUISITE PH 103

This course teaches students how to work with Adobe Photoshop, the industry-standard, photo-manipulation program – from a photographer's standpoint. Building upon what was learned in the Adobe Lightroom course about organizing and developing images, Adobe Photoshop for Photographers will delve deeper into the technical aspects of image developing, showing photography students techniques for color management, image and color adjustments, montage techniques, and preparing images for print.

*This course is offered on ground with an online component.*

### **PH 240 ADVANCED DIGITAL PHOTOGRAPHY**

PREREQUISITE DP 104

This course is designed for students with advanced knowledge of computers and image editing software. It is designed to teach students how to fully develop digital images in Camera Raw; to post-process images in Photoshop using advanced techniques; to apply color management techniques to their workflow, including soft-proofing; and, to professionally manage their workflow from concept to final output. Topics include soft-proofing and color management; using speed lights and diffusers; noise reduction; controlling DOF; correcting lens distortion in post work; using Photoshop's panoramic; Zoomify; displacement and vanishing point features; HDR imaging using Photoshop and Adobe Camera Raw; and, focus stacking using Zerene Stacker.

*This course is offered on ground with an online component.*

### **PH 230 ADVANCED LIGHTING**

PREREQUISITE SL 130

In this course, students will explore and learn how to approach different lighting conditions and situations including studio, outdoor, and event locations.

Students will learn how to use on-camera flash and how to use professional lighting equipment

(including the use of location lighting that requires generator usage) at indoor and outdoor events. In addition, students will learn non-standard lighting schemes that will enable them to shoot in difficult or unusual situations.

*This course is offered on ground with an online component.*

### **PH 270 SPORTS/PHOTOJOURNALISM PHOTOGRAPHY**

This course introduces students to the fast-paced world of sports photography. Camera techniques, lighting, subject material, query letters, and publication rights will be covered. The aim of this course is to advance the student's skills in visual communications through the use of photography in single images, stories, or videos. Communication is the ultimate aim of photography and better communication skills make better photographers. Students will be expected to produce single images and stories on their own time for critique in the classroom and through that critique to improve their communication skills. The class will place emphasis on the skills and techniques of shooting images that engage and communicate with the reader. Students will be expected to have basic skills necessary to operate in the real world where available darkness is the rule and studio lighting gear is the exception. Since communication implies an audience, students will be encouraged to submit images and stories to various publications in both digital and print formats. Whenever possible students will be given assignments to shoot for various school outlets and credited for completed assignments.

*This course is offered on ground with an online component.*

### **BU 270 THE BUSINESS OF VIDEO/PHOTO**

The Business of Video/Photo is a course designed to introduce the student to the concepts of running a professional photography business. During class each student will create a resume, cover letter, elevator pitch, mission statement, LinkedIn profile, personal budget, business budget, CODB (cost of doing business), description of products and services, and competition worksheet. Those elements will create a business plan that could be used to approach an investor or bank for funding.

*This course is offered on ground with an online component.*

### **VF 101 INTRODUCTION TO VIDEO**

This course will introduce students to basic video production techniques. Students will learn how the camera acts as a storyteller. In addition to learning

basic procedures and techniques of video productions, students will dissect various print, video, and film projects to analyze details and tricks of emotional augmentation.

*This course is offered on ground with an online component.*

### **PH 210 COMMERCIAL ADVERTISING**

Students will learn techniques for collaborating with advertising professionals, as well as producing shots suitable for editorial and advertising photography. Subject matter will include a variety of contemporary advertiser needs, ranging from product shots to architectural work.

*This course is offered on ground with an online component.*

### **VF 125 EDITING TECHNIQUES**

PREREQUISITE VF 101

This course will examine the visual storytelling techniques and tools of video editing. Students will dissect editing styles, experiment with video projects, and learn terms and tricks. The overall pacing of scenes and sequences will be discussed, as well as the importance of drawing visual and timing cues from the story itself. Going beyond just the basics of storage, timelines, shot choices, inserts, montage, series of shots, transitions, and fades, this course will examine how to draw an audience in and how to make an audience identify with the characters' perspectives for the sake of the overall scene and story arc.

*This course is offered on ground with an online component.*

### **DM 150 DIGITAL MARKETING FUNDAMENTALS**

This course will cover the basic elements of marketing, such as brand, demographics and goals. These elements will then be taught on how to adapt to today's everchanging digital marketing landscape, including social media marketing, website, analytics, content creation, email campaigns, budgeting, and cost. In this course, there will be an introduction to SEO and the different forms of paid digital media.

*This course is offered on ground with an online component.*

### **PH 340 LANDSCAPE PHOTOGRAPHY**

There are many commercial uses for landscape photography and this course will explore those uses. For example, resorts, golf courses, retreats, state and national parks, residential subdivisions, and inner-city hotels all use landscape photography for their brochures and promotional advertising. Landscape photography is frequently used on mass produced

calendars, note cards, greeting cards, and posters. Through this course, photography students will learn special techniques for getting the best images of selected sites that can then be used for landscape purposes.

*This course is offered on ground with an online component.*

### **PH 201 PORTRAIT PHOTOGRAPHY**

Students will learn posing and lighting techniques for commercial headshots and portrait photography. The student will become familiar with studio equipment, set design, and classic lighting set-ups. Students will study the elements of portraiture: pose, gesture, and composition and will learn how they work together to make the difference between a good photograph and great photograph.

*This course is offered on ground with an online component.*

### **VF 230 AUDIO TECHNIQUES**

PREREQUISITE VF 125

Students will learn basic audio recording, mixing, and editing techniques for video production using industry hardware and editing software. Using various recording and editing exercises, students will get hands-on training exploring the technical and theoretical aspects of audio engineering.

*This course is offered on ground with an online component.*

### **PH 350 ADVANCED IMAGE PROCESSING**

PREREQUISITE PS 140

This course teaches students how to work with the advanced and emerging features of Adobe Photoshop. Building upon what was learned in the prerequisites PS 140 and PH 240, Advanced Image Processing will delve deeper into the technical aspects of image developing and manipulation and will address new Photoshop features as they become available.

*This course is offered on ground with an online component.*

### **SM 350 SOCIAL MEDIA MARKETING STRATEGIES**

PREREQUISITE DM 150

Social media as a marketing tool can make or break brand image and has rapidly become the channel of choice for companies to reach their target audience. Learning how to choose the right social media platform and how best to utilize the features offered by that platform is the primary focus of this course. We take the most popular social media platforms and

examine how businesses can best use them to reach customers.

*This course is offered on ground with an online component.*

### **MFP 425 MODEL FASHION PHOTOGRAPHY**

Color and B&W photographs will be used to showcase professional models. The use of studio lights and natural light with modifications such as reflectors and on camera flash will be combined to produce images for commercial applications. Headshots, 3/4 length, and full-length images will be produced.

*This course is offered on ground with an online component.*

### **PV 300 PHOTOGRAPHY AND VIDEO FOR SOCIALS I**

PREREQUISITE PH 101, VF 101

This course is designed so students can develop their skills in creating engaging content for social media platforms. The purpose is to give the student a broad overview of content creation specifically related to photography and videography for social media. An additional goal would be to aid in a student securing an entry level position with a small to medium sized company.

*This course is offered on ground with an online component.*

### **PH 410 ADVANCED COMMERCIAL ADVERTISING**

PREREQUISITE PH 210

Students will learn various techniques for collaborating with advertising professionals as well as producing shots suitable for editorial and advertising photography. Subject matter will include a variety of contemporary advertiser needs, ranging from product shots to architectural work. This is an advanced course and students are expected to produce professional-quality work.

*This course is offered on ground with an online component.*

### **PH 450 TRAVEL PHOTOGRAPHY TECHNIQUES**

Travel Photography Techniques will prepare each student with specific skills to photograph scenes from around the globe and bring them home. Students will not be traveling around the world but assignments will prepare students for any travel photography assignment. The course will use Nashville and surrounding areas as demonstration targets for the techniques that will be taught.

*This course is offered on ground with an online component.*

### **SM 360 SOCIAL MEDIA PAID ADS**

This course on Social Media Advertising offers a comprehensive exploration of the strategies and tactics essential for effective advertising on current social media platforms. Students will gain practical knowledge and hands-on experience in creating, managing, and optimizing ad campaigns across platforms such as Facebook, Instagram, Twitter, LinkedIn, and more. Through a combination of theoretical learning and practical exercises, participants will develop proficiency in crafting compelling ads, targeting relevant audiences, budget optimization, A/B testing methodologies, and measuring ROI to drive business objectives. This course requires completing the certification from Meta on advertising. Integrating YouTube advertising into the course outline ensures that students gain a comprehensive understanding of advertising strategies and tactics across multiple social media platforms, including one of the largest video platforms on the internet.

*This course is offered on ground with an online component.*

### **PH 420 CONCERTS AND SPECIAL EVENTS PHOTOGRAPHY**

This course is a study of event and concert photography. Emphasis will be given on how to capture moments in events, whether it's some type of social gathering or a concert. Technical as well as conceptual skill will be taught. Students will become proficient in on-camera flash usage.

*This course is offered on ground with an online component.*

### **BU 280 THE BUSINESS OF PHOTOGRAPHY II**

PREREQUISITE BUS 270

Students will be shown the connection between theoretical knowledge and actual application as it relates to their own business. This course will build upon the Business Plan created in BU 270 Business I. Each student will create a three-part Marketing Plan based on the type of photography business they have chosen to pursue. Topics covered: Process Template, Fees and Charges Template, Invoicing, service fees, etc.

*This course is offered on ground with an online component.*

### **WE 405 WEDDING EVENTS**

Students will learn posing and lighting techniques for wedding photography. The student will become familiar with equipment, design, and classic lighting set-ups. In addition, students will design and use business cards, contracts, and formal business

arrangements for wedding-related photographic products such as albums, framed photographs, and videos. Students will photograph simulated weddings at real churches, outdoor facilities, and other wedding locations.

*This course is offered on ground with an online component.*

### **PH 310 FOOD PHOTOGRAPHY**

In this course students will learn the basics involved in food photography. This will include the fundamentals of lighting food as well as prop shopping, set building, basic food preparation, and post-work involved in food photography.

*This course is offered on ground with an online component.*

### **SM 370 INFLUENCER MARKETING**

This course delves into the increasing relevance of influencer partnerships, a vital component of modern marketing strategies. It offers insights into the evolution of influencer marketing, highlighting the role influencers play in enhancing brand visibility and credibility. The course focuses on practical strategies for influencer collaboration, guiding students in selecting influencers aligned with a brand's ethos and audience. It emphasizes the importance of authenticity and clear communication in these partnerships.

Additionally, it explores the analytics behind influencer marketing, teaching students to measure campaign effectiveness through engagement and conversion rates. Addressing both ethical considerations and best practices, "Influencer Marketing Fundamentals" equips students with essential skills for negotiating and structuring effective influencer agreements.

*This course is offered on ground with an online component.*

### **INT 450 PHOTOGRAPHY INTERNSHIP**

PREREQUISITE: APPROVAL OF DEPARTMENT DIRECTOR

The goal of the photography internship is to expose the student to a valuable job experience that will enhance their skill sets. This monitored program for senior-level students provides an opportunity to work part-time with cooperating employers (i.e., Sponsor). Though students will be provided professional leads, they must secure their own internship. The internship involves participation,

meaning the student participates in photography-related tasks.

*This course is offered on ground with an online component.*

### **PH 480 FINE ART PHOTOGRAPHY**

By the time each photography student has reached the senior year of this program, they should have developed their own photographic style. This course is designed to give each student the freedom to shoot, in that style, images that could be considered fine art. This course is an opportunity to explore and develop each student's artistic and creative side.

*This course is offered on ground with an online component.*

### **BU 450 PORTFOLIO AND PROMOTION**

TAKEN DURING STUDENT'S LAST SEMESTER

This course provides students who are about to graduate from a Bachelor's Degree program an opportunity to explore the presentation and interviewing techniques used to find employment. Positive self-image and goal-setting concepts are reintroduced. Students are also expected to produce camera-ready artwork for their portfolio. Students must participate in a formal portfolio presentation of their work to the community and to their fellow students. They are given instructions in portfolio presentation and preparation of their own resume and cover letter, both print and electronic.

*This course is offered on ground with an online component.*

### **PH 490 CAPSTONE PROJECT**

TAKEN DURING STUDENT'S SECOND TO LAST SEMESTER

This course is a culmination of a student's four years of photographic study. Each student in this course will develop a portfolio of work in a specific area of interest to that student. Whatever area in which a student finds his/her/their interest to be strong can be used for this final project course. For example, if a student has decided that he/ she/they wants to go into portrait photography then this capstone project course will consist of a portfolio of professional-quality, portrait photography. Each student in the class may be working in completely different areas (portrait, food, wedding, architecture, model fashion, product, etc.) depending upon which area each student has found an interest. All work in the final portfolio will be done during the student's final semester and will be done specifically for this course. Regardless of what area the student

chooses for this portfolio, all the work in the final portfolio is expected to be at a professional level.

*This course is offered on ground with an online component.*

#### **IS 440 INDEPENDENT STUDY (OPTIONAL)**

Independent Study courses are individually designed to meet specific needs of students. They may vary from one to four semester hours of credit. They may be in any subject area a student needs in order to complete degree requirements.

Independent study courses must be approved by a member of the faculty and by the Vice President for Academic Affairs.

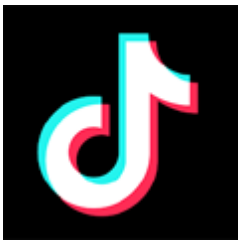
*This course is offered on ground with an online component.*



# Capturing a Career: Where our Alumni Work



**Kodi Collective** is a multi-media marketing company that helps bring customers' visions to life. This includes **post-production photography** to promote brand identity for well-known fashion brands such as **The Body Shop, Victoria's Secret**, and many more!



Reaching millions of users, **TikTok** is one of the largest social media platforms in the world! They rely on a multi-media approach for content creation and delivery. The use of **photography** and **photo-editing** processes is one of the driving factors for success.



**Marie Nicole Clothing** is a Tennessee-based, women-owned, **online clothing company** specializes in "affordable, comfortable and high-quality children's clothing." Their online marketing utilizes **photography, videography, and graphic design** to bring their clothing designs to life.

## Photography Graduates also Work For:



O P H E L I A  
MODEL MANAGEMENT



WAKE FOREST UNIVERSITY



Kirkland's  
Home

# VIDEO & CONTENT CREATION

Bachelor of Graphic Arts Degree at Nōssi College of Art & Design

## Lights. Camera. Action!

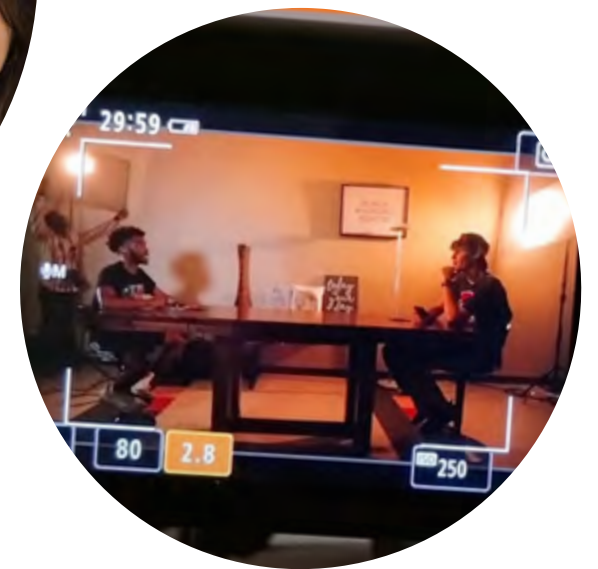
Earn a Bachelor of Graphic Arts Degree in Video and launch your career as a professional video creator. Our industry-standard equipment and small classes mean you get hands-on instruction from working video professionals who know your name. You'll build your storytelling skills and your professional network while you're still in school.

### Look Forward to...

- **Training with professional equipment** including state-of-the-art cameras and editing suites
- **Focusing on modern video skills:** production, post-production, social media marketing, and business
- **Mentoring** in small classes with personal instruction from working video professionals
- **Mastering AI** with the Nōssi AI Approach
- **Enjoying the Nashville advantage** with internships in a vibrant entertainment industry
- **Making industry connections** through our video professional network
- **Graduating ready to lead** video and social media marketing campaigns
- **Locking in your tuition** — no increases for as long as you're enrolled



# Memorializing the Moment



## Bachelor of Graphic Arts (BGA) Videography & Filmmaking

Course Number	Course Title	Credit Hours
<b>General Education Course</b>		
SS 104	Success Strategies	4
AH 302	American History	4
PS 108	Psychology	4
EN 270	English	4
EN 280	English: Written and Oral Communication	3
FIN 100	Introduction to Financial Literacy	3
WC 301	History of Western Civilization	4
HNE 110	Health, Nutrition, Exercise Science	3
LT 211	Literature	4
<b>Courses of Major</b>		
VF 101	Introduction to Video	3
PH101	Introduction to Photography	3
SL 130	Studio Lighting Techniques	3
VF 135	Lighting for Videography	3
PP 102	Adobe Premier	3
VF 102	Cinematic Techniques	3
VF 210	Video Preproduction Techniques	3
VF 125	Editing Techniques	3
DM 150	Digital Marketing Fundamentals	3
VF 230	Audio Techniques	3
FP 340	Field Production Techniques	3
SM 300	Writing Digital Media Content	3
SM 320	Designing for Socials	3
PS 140	Adobe Photoshop	3
MG 250	Motion Graphics	3
VF 370	Concert & Special Events	3
MG 360	Advanced Motion Graphics	3
SM 350	Social Media Marketing Strategies	3
VF 210	Screen Writing	3
PV 300	Photography and Video for Socials I	3
BU 270	The Business of Video/Photo	3
MV 330	Music Video Production	3
SM 360	Social Media Paid Ads	3
PP350	Advanced Post Production	3
BU 280	The Business of Video II	3
ID 280	Interactive Design	3
VF 350	Acting, Producing and Directing	3
VF 465	Shooting Documentary	3
VF 470	Shooting Commercials	3
INT 450	Internship	3
SM 370	Influencer Marketing	3
IS 440	Independent Study (Optional)	1-4
SM 390	CRM Marketing & Automation	3
BU 450	Portfolio and Promotion	3
<b>Total Credit Hours</b>		<b>132</b>

All 132-semester hours must be successfully completed with a minimum 2.0 grade point average.

## EDUCATIONAL OBJECTIVES

Many opportunities will present themselves to graduates of this BGA degree program. This is an exciting degree attracting students from all over due to its strong and diverse curriculum. BGA Videography and Filmmaking graduates will be able to move smoothly into the corporate and independent business worlds as they use their video skills in their workplace or community as either an employee or as their own boss.

Graduates of this bachelor's degree program will have the opportunity to work in many creative areas of video and film. It could be in commercial areas such as event and documentary. It could be in narrative areas including episodic storytelling, digital filmmaking, wedding videography, educational and medical video, music video, or any other numerous opportunities. Our students can truly have fun with this program.

Due to the development and refinement of broadband technologies, high-definition television, specialty networks, and dramatically increased Internet connectivity, the marketplace is in the process of one of the most important changes in video history. The need for qualified video and film professionals is constantly increasing. As these markets continue to grow, creative professionals who supply quality content, event coverage, and original visual storytelling will grow along with it. In addition to the real possibility that many graduates of the BGA in Video and Film degree program will go into business for themselves, there are numerous employment opportunities in the marketplace. These include such positions as director, screenwriter, videographer, cinematographer, assistant director, assistant camera, grip, gaffer, producer, editor, and many others. These positions are available both on large and small production teams.

The demand is as diverse as the artist.

*The normal duration of the Bachelor of Graphic Arts (BGA) program in Videography & Filmmaking is 11 semesters (44 months). Graduates of the program complete 132 credit hours and earn a Bachelor of Graphic Arts degree in Videography & Filmmaking, preparing them for entry-level and advanced-level work in the video and film fields.*

For more info, please visit [nossi.edu/degree-programs/video](https://nossi.edu/degree-programs/video)

## **COURSE DESCRIPTIONS FOR BGA VIDEOGRAPHY & FILMMAKING**

### **GENERAL EDUCATION COURSES**

#### **SS 104 SUCCESS STRATEGIES**

Success Strategies is a course in goal setting, techniques of note and test taking, problem solving skills, time management, and critical thinking skill development. The course is designed to help each student improve learning skills. In addition, students will acquire skills necessary to succeed as commercial artists. Life enhancing principles are also a major aspect of this course.

*This course is offered on ground with an online component.*

#### **AH 302 AMERICAN HISTORY**

This course examines the history of America. The course will be a combination of lecture and discussion.

*This course is offered on ground with an online component.*

#### **PS 108 PSYCHOLOGY**

This is a survey course of the science of psychology. It covers key terms of most of the psychological concepts from brain biology to abnormal, motivational, and developmental psychology. This course surveys a broad field of study. A study of the thinking and research behind various fields of psychology will lead to a discussion of how each field applies to human events in everyday lives. An examination of how psychology also applies to advertising, graphic arts, illustration, and photography will be made.

*This course is offered on ground with an online component.*

#### **EN 270 ENGLISH**

This English class will include intensive grammar review as well as writing assignments to complete a portfolio. Illustrations are encouraged to enhance the writing and the portfolio (these can add points to the grade). A resume and a cover letter are a separate part of the writing. A research paper is required and must have the correct documentation and analysis format. Professional presentation of final portfolio is required for completion of this course.

*This course is offered on ground with an online component.*

#### **EN 280 ENGLISH: WRITTEN AND ORAL COMMUNICATION**

This course is designed to provide the student with instruction in two major areas of the English language – writing and oral communication skills. Writing techniques using correct English grammar will be emphasized and will be applicable for different environments including corporate, business, and professional settings. A variety of public speaking techniques will also be taught. The student will learn what is appropriate for each situation in which a professional artist might encounter.

*This course is offered on ground with an online component.*

#### **FIN 100 INTRODUCTION TO FINANCIAL LITERACY**

This course equips creative students with practical financial skills to manage personal finances, freelance income, taxes, budgeting, contracts, and long-term planning in creative careers. Emphasis is placed on real-world application over theoretical math. Students will leave the course with actionable knowledge to confidently handle financial decisions and sustain a financially healthy creative practice.

*This course is offered on ground with an online component.*

#### **WC 301 HISTORY OF WESTERN CIVILIZATION**

This course presents students with a survey of Western Civilization from the ancient world to contemporary culture. Through discussion and appreciation of historical works, students will draw connections between the origins and influences of Western Civilization, as well as an understanding of its role in shaping cultures.

*This course is offered on ground with an online component.*

#### **HNE 110 Health, Nutrition, Exercise Science**

Designed specifically for creative students, this course explores how nutrition, physical activity, and overall wellness support creative performance and sustainable artistic practice. Students will learn the fundamentals of human nutrition and exercise science with an emphasis on energy balance, stress management, posture and ergonomics, and mental health. Students will gain practical tools for making informed food choices, creating balanced fitness plans, and critically evaluating health information. Ideal for students in health-related majors or anyone

interested in improving their personal wellness through evidence-based practices.

*This course is offered on ground with an online component.*

### **LT 211 LITERATURE**

This class is designed to enhance the student's understanding and exposure to literature. Readings will come from the PDF files on Moodle as well as from handouts from the instructor. A novel reading is required and each student will read and analyze a different novel from a list provided by the instructor. Readings from different genres and cultures will include short stories, poetry, and drama. Essays to analyze the readings are the method of assessment as well as tests over the readings and background materials.

*This course is offered on ground with an online component.*

## **COURSES OF MAJOR**

### **VF 101 INTRODUCTION TO VIDEO AND FILM**

This course will introduce students to basic video production techniques and tools. Students will learn how the camera acts as a storyteller. In addition to learning basic procedures and techniques of video productions, students will dissect various film and commercial projects to analyze detail and tricks of emotional augmentation.

*This course is offered on ground with an online component.*

### **PH 101 INTRODUCTION TO PHOTOGRAPHY**

Introduction to photography will focus on learning and building the photography skills necessary to complete a variety of technical assignments revolving around nature and wildlife. Students will learn how to utilize the main functions of a digital camera in order to make accurate exposures. They will also learn the correct terminology and equipment associated with basic photography. This course is designed to build each student's confidence when using their camera to complete challenging assignments. Introduction to photography will give students a solid foundation that will be used throughout their photography degree program. Shooting assignments for this course will primarily consist of nature photography concepts using available light. Use of tripods, meters, and lenses will be taught on field trips with

an emphasis on basic color control, composition, and exposure.

*This course is offered on ground with an online component.*

### **SL 130 STUDIO LIGHTING TECHNIQUES**

This course is a studio and lighting class covering the basic fundamentals of various types of lighting. It includes different lighting systems that will demonstrate studio techniques for portrait, tabletop, and still life photography. This class will give the students an understanding of how to work in the studio to achieve hard light and soft light using different types of light modifiers including the use of reflectors, soft boxes, umbrellas, grids, snoots, and various other lighting accessories.

*This course is offered on ground with an online component.*

### **VF 135 LIGHTING FOR VIDEOGRAPHY**

PREREQUISITE SL 130

This course is an advanced study of lighting, specifically for commercial digital video projects. Students will be expected to show competency in basic lighting techniques as well as advanced understanding of how light can be manipulated to produce a specific result.

*This course is offered on ground with an online component.*

### **PP 102 ADOBE PREMIER**

PREREQUISITE VF 101

This course teaches the fundamentals of video editing using Adobe Premiere Pro, covering the software's interface, media management, and basic editing techniques. Students learn to import and organize footage, perform cuts and assemble sequences, add transitions and effects, and enhance audio. Advanced topics like color correction, motion graphics, and exporting for different platforms are included.

*This course is offered on ground with an online component.*

### **VF 102 CINEMATIC TECHNIQUES**

PREREQUISITE VF 101

This class is designed to describe the history of filmmaking and the equipment and techniques that have evolved into modern motion picture creation. As technology and business practices advance, so does the sophistication and expectations of the audience. Throughout the twentieth century, film has established itself as the most popular and profitable form of entertainment, changing the

social landscape of the planet, challenging the foundations of storytelling and current politics and setting the stage for the video game, videography and DSLR revolutions. Hollywood broke free from the monopoly of the east and generated a studio system of film production that continues to this day. With the introduction of the computer, all aspects of production and exhibition changed.

Students will learn the history of films and will create short videos utilizing the various techniques demonstrated in class.

*This course is offered on ground with an online component.*

### **VF 210 VIDEO PREPRODUCTION TECHNIQUES**

PREREQUISITE VF 102

This course explores preproduction planning from concept to completion, including communication and pitching. Students learn basic screenwriting, designing lighting charts, budget management, storyboarding, scheduling, location scouting and roles of the director and crew.

*This course is offered on ground with an online component.*

### **VF 125 EDITING TECHNIQUES**

PREREQUISITE PP 102

This course will examine the visual storytelling techniques and tools of video editing. Students will dissect editing styles, experiment with video projects, and learn terms and tricks. The overall pacing of scenes and sequences will be discussed, as well as the importance of drawing visual and timing cues from the story itself. Going beyond the basics of storage, timelines, shot choices, inserts, montage, series of shots, transitions and fades, this course will examine how to draw an audience in and make them identify with the characters' perspectives for the sake of the overall scene and story arc.

*This course is offered on ground with an online component.*

### **DM 150 DIGITAL MARKETING FUNDAMENTALS**

This course will cover the basic elements of marketing, such as brand, demographics and goals. These elements will then be taught on how to adapt to today's everchanging digital marketing landscape, including social media marketing, website, analytics, content creation, email campaigns, budgeting, and cost. In this course, there will be an introduction to SEO and the different forms of paid digital media.

*This course is offered on ground with an online component.*

### **VF 230 AUDIO TECHNIQUES**

Students will learn basic audio recording, mixing and editing techniques for video production using industry hardware and editing software. Using various recording and editing exercises, students will get hands-on training exploring the technical and theoretical aspects of audio engineering.

*This course is offered on ground with an online component.*

### **FP 340 FIELD PRODUCTION TECHNIQUES**

This course will introduce students to video field production and editing techniques through practical application. Field lighting, audio recording and use of field production equipment will be reviewed and applied to create various types of video presentations. Movie length, frame size, frame rate, quality, compression and data rates will also be discussed as it relates to video editing in the field. Common Internet streaming formats (H.264, Quicktime, AVI, RealMedia, Windows Media Player and others) will be examined.

*This course is offered on ground with an online component.*

### **SM 300 WRITING DIGITAL MEDIA CONTENT**

Reading online is a very different experience from reading print. Thus, even strong writers need to discover how to tailor their content for the digital environment. This text provides an in-depth look into the often-collaborative process of writing and creating compelling copy, including brainstorming, drafting, and editing. Also, from white papers to web videos, students will discover how to create content for various web purposes, while learning how to optimize it and capture the target audience's attention and maintain it until conversion.

*This course is offered on ground with an online component.*

### **SM 320 DESIGNING FOR SOCIALS**

Unlock the power of visual storytelling with our comprehensive course, "Designing for Social." This course equips you with essential skills to create compelling graphic content for popular social media platforms. Learn fundamental design principles, master industry-standard software like Canva, and develop platform-specific strategies for Instagram, Facebook, Twitter, LinkedIn, and Pinterest. Enhance your brand identity through consistent visual elements and explore current design trends to maximize engagement. With project-based learning and real-world assignments, you'll build a strong portfolio and gain confidence in designing striking

social media graphics that elevate your brand's presence and drive user interaction.

*This course is offered on ground with an online component.*

### **PS 140 ADOBE PHOTOSHOP**

PREREQUISITE PH 101

This course teaches students the core principles of Adobe Photoshop, the industry-standard raster-based photo manipulation program. Similar to Adobe Illustrator in significance and industry dominance, the ability to manipulate raster images will be a persistent theme throughout any career path involving print or digital media. Among the fundamental concepts explored will be file type constraints, image optimization, compositing, image restoration, color correction, masking, typography, effects, layout, print management, elementary animation and video, and even elementary 3D principles among other topics. By the end of the course, students will have a broad enough understanding of Photoshop to competently utilize it in whatever their chosen course of study.

*This course is offered on ground with an online component.*

### **MG 250 MOTION GRAPHICS**

In this course, students continue to learn traditional content and functions of illustration as it relates to books. In addition, students will learn the fundamentals of choosing themes to visualize in a narrative. Students will learn advanced aspects of book illustration, including styles, market, reproduction, character development, and audience. Students will work on independent projects and explore the subject of book illustration in depth. A basic history of the Illustrated Book is covered through an examination of both historical and contemporary examples. Students will learn how to develop the concept of an original idea and how to prepare it for presentation to a commercial publisher.

*This course is offered on ground with an online component.*

### **VF 370 CONCERT & SPECIAL EVENTS**

Students will study and learn methods and procedures for shooting and preparing video for news, with some focus on live events as well. Students will be trained in story and preproduction, field work, interviewing, lighting and shooting, logging, editing, sound and music mixing for overall tone and delivery.

*This course is offered on ground with an online component.*

### **MG 360 ADVANCED MOTION GRAPHICS**

PREREQUISITE MG 250

This course is designed to extend the understanding of the software and techniques used in the creation of professional motion graphics projects including motion logos, motion text, and infographic presentations. With the demand for specialized information presentations in nearly all aspects of marketing, communication, and content production on the rise, having an understanding of key concepts and methods in motion graphic production as well as experience with relevant software will provide an extension of the capability and flexibility of graphic designers. With such a wide range of concepts and techniques available, continued study and practice of motion graphics introduces new capabilities including 3D layers, lights, cameras, and advanced effects use and animation techniques. Building on previous semesters, students will create pro-level graphics presentations within Adobe After Effects and other software tools available.

*This course is offered on ground with an online component.*

### **SM 350 SOCIAL MEDIA MARKETING STRATEGIES**

PREREQUISITE DM 150

Social media as a marketing tool can make or break brand image and has rapidly become the channel of choice for companies to reach their target audience. Learning how to choose the right social media platform and how best to utilize the features offered by that platform is the primary focus of this course. We take the most popular social media platforms and examine how businesses can best use them to reach customers.

*This course is offered on ground with an online component.*

### **VF 210 SCREEN WRITING**

This course will introduce students to the concepts, tools and practice of story structure and screenwriting. Theme, character, narrative form and the tools of screenwriting (telegraphing, dramatic irony, dangling cause and dramatic tension) will be observed, discussed and exercised within the frameworks of feature and short film writing. Students will write idea pitches, a basic full length film outline, and short scripts with a technical focus on formatting, pacing, and diction. They will analyze film/video as a medium, observing its strengths and weaknesses. The class will

also discuss studio screenwriting and independent screenwriting with spec scripts, adaptation, budget, demographic, agents/managers, producers, and distribution in mind.

*This course is offered on ground with an online component.*

### **PV 300 PHOTOGRAPHY AND VIDEO FOR SOCIALS I**

PREREQUISITE PH 101, VF 101

This course is designed so students can develop their skills in creating engaging content for social media platforms. The purpose is to give the student a broad overview of content creation specifically related to photography and videography for social media. An additional goal would be to aid in a student securing an entry level position with a small to medium sized company.

*This course is offered on ground with an online component.*

### **BU 270 THE BUSINESS OF VIDEO/PHOTO**

The Business of Video/Photo is a course designed to introduce the student to the concepts of running a professional photography business. During class each student will create a resume, cover letter, elevator pitch, mission statement, LinkedIn profile, personal budget, business budget, CODB (cost of doing business), description of products and services, and competition worksheet. Those elements will create a business plan that could be used to approach an investor or bank for funding.

*This course is offered on ground with an online component.*

### **MV 300 MUSIC VIDEO PRODUCTION**

In this practical, hands-on course, students will build upon Nashville's rich heritage as a music video production hub to create a music video from pre-production to completion. In addition, students will learn to apply visual storytelling, tone, color, composition and pacing tools to their music video productions. Students will learn how to watch, break down and analyze music videos, and will also turn in a small promo piece and a live performance piece.

*This course is offered on ground with an online component.*

### **SM 360 SOCIAL MEDIA PAID ADS**

This course on Social Media Advertising offers a comprehensive exploration of the strategies and tactics essential for effective advertising on current social media platforms. Students will gain practical knowledge and hands-on experience in creating, managing, and optimizing ad campaigns across

platforms such as Facebook, Instagram, Twitter, LinkedIn, and more. Through a combination of theoretical learning and practical exercises, participants will develop proficiency in crafting compelling ads, targeting relevant audiences, budget optimization, A/B testing methodologies, and measuring ROI to drive business objectives. This course requires completing the certification from Meta on advertising. Integrating YouTube advertising into the course outline ensures that students gain a comprehensive understanding of advertising strategies and tactics across multiple social media platforms, including one of the largest video platforms on the internet.

*This course is offered on ground with an online component.*

### **PP 350 ADVANCED POST PRODUCTION**

PREREQUISITE FP 340

This class is designed to expose the student to techniques and software used in postproduction when going beyond editing and sound, particularly in the areas of color correction, color grading, motion text, composite shots and green screen, motion tracking, logo incorporation, basic image animation, particle emitters and behaviors. With the demand for specialized post-production in all aspects of marketing, communication and content production on the rise, having experience with the key concepts and methods of these tools will provide greater flexibility and capability for videographers, filmmakers and graphic designers.

*This course is offered on ground with an online component.*

### **BU 280 THE BUSINESS OF VIDEO II**

PREREQUISITE BU 270

Building on the foundations set in BUS 270, The Business of Videography II will walk students into the long-term focus of solidifying a company, community, brand and style, along with inspiration. Conceptualizing the pitch process and thinking for different budget ranges will all be key points in this class. Through an interview project and two major production plans, students will continue to hone their understanding of clientele, business role models, production frugality, job role responsibility and smart equipment investment.

*This course is offered on ground with an online component.*

### **ID 280 INTERACTIVE DESIGN**

Interactive Design represents a critical and rapidly evolving construct of the overall Internet user

experience. Pacing with current industry standards means evolving beyond static web content to web pages and applications offering more dynamic user experiences with interactivity and animation.

Students will learn how to create, publish, manage, and maintain a website/blog using the content management system (CMS), WordPress.

WordPress is a prevalent, free, open-source software application written in hypertext preprocessor (PHP).

This comprehensive Wordpress course covers installation through to themes and plug-ins.

*This course is offered on ground with an online component.*

### **VF 350 ACTING, PRODUCING AND DIRECTION**

This course will define and display the various roles that producers and directors play in film, television and videography and throughout all the major phases of the filmmaking process. Students will use this knowledge to produce two projects and direct one project from preproduction, to production, to postproduction.

*This course is offered on ground with an online component.*

### **VF 465 SHOOTING DOCUMENTARY**

This course will guide students through the preproduction, production and postproduction process of documentary videography.

Preproduction work will including planning pitches, stories, pre-interviews, motifs, budgets, schedules and personnel for documentary and guerrilla videography. Production will include camera and audio set ups, working with nonactors and executing coverage. Postproduction will include footage logging and editing, sound design and reforming your story. Discussions of what the documentary has become, the ethics of documentary and the mocumentary (sister-genre) will also inform the class. Long form, short form, commercial, behind-the-scenes, how-to and educational aspects of documentary will all be involved in class debate and assignments.

*This course is offered on ground with an online component.*

### **VF 470 SHOOTING COMERCIALS**

This course walks students through the commercial process from start to finish. The class will examine commercials from a production standpoint with a focus on investors, sales, demographics, slogan, color palette, product and brand history, casting and the pitch process. Preproduction planning, idea, pitch techniques

and look books will play a large role early in this course. Mixing art and business, creating eye-catching visuals and defining a clear message will be discussed and exemplified in commercial planning, shooting and editing. Students will also dissect professional commercials for television and web markets and discuss the future of sales, persuasion, archetypes and ethics within the field.

*This course is offered on ground with an online component.*

### **INT 450 VIDEO & FILM INTERNSHIP**

PREREQUISITE: APPROVAL OF DEPARTMENT DIRECTOR

The goal of the photography internship is to expose the student to a valuable job experience that will enhance their skill sets. This monitored program for senior-level students provides an opportunity to work part-time with cooperating employers (i.e., Sponsor). Though students will be provided professional leads, they must secure their own internship. The internship involves participation, meaning the student participates in video & content creation-related tasks.

*This course is offered on ground with an online component.*

### **SM 370 INFLUENCER MARKETING**

This course delves into the increasing relevance of influencer partnerships, a vital component of modern marketing strategies. It offers insights into the evolution of influencer marketing, highlighting the role influencers play in enhancing brand visibility and credibility. The course focuses on practical strategies for influencer collaboration, guiding students in selecting influencers aligned with a brand's ethos and audience. It emphasizes the importance of authenticity and clear communication in these partnerships.

Additionally, it explores the analytics behind influencer marketing, teaching students to measure campaign effectiveness through engagement and conversion rates. Addressing both ethical considerations and best practices, "Influencer Marketing Fundamentals" equips students with essential skills for negotiating and structuring effective influencer agreements.

*This course is offered on ground with an online component.*

### **IS 440 INDEPENDENT STUDY (OPTIONAL)**

Independent Study courses are individually designed to meet specific needs of students. They may vary from one to four semester hours of credit. They may be in any subject area that a student

needs in order to complete degree requirements. Independent study courses must be approved by a member of the faculty and by the Vice President for Academic Affairs.

*This course is offered on ground with an online component.*

### **SM 390 CRM MARKETING & AUTOMATION**

This course provides a comprehensive overview of Customer Relationship Management (CRM) marketing strategies and automation techniques. Participants will gain hands-on experience with popular and free CRM platforms that seamlessly integrate with WordPress and various social media platforms. The course covers essential topics such as social media automation, email automation, and leveraging chat and messaging platforms for effective customer engagement. Through a combination of lectures, case studies, and practical exercises, students will learn how to optimize CRM systems to enhance customer relationships and streamline marketing processes. By the end of this course, participants will have the skills and knowledge to effectively implement CRM marketing and automation strategies across multiple platforms, enhancing customer engagement and driving business growth.

*This course is offered on ground with an online component.*

### **BU 450 PORTFOLIO AND PROMOTION**

TAKEN DURING STUDENT'S LAST SEMESTER

This course provides students who are about to graduate from their degree program an opportunity to explore the presentation and interviewing techniques used to find employment. Positive self-image and goal-setting concepts are reintroduced. Students are expected to create communication materials for self-promotion and develop strategies for networking and community involvement, including internship opportunities. Students must participate in a formal portfolio presentation of their work to the community and to their fellow students. They are given instructions in portfolio presentation and preparation for career opportunities. Because communication implies an audience, students will be encouraged to submit images and stories to various publications in both digital and print formats.

*This course is offered on ground with an online component.*



# Recording a Career: Where our Alumni Work



**XOi Technologies** is a software company catering to the field service industry through video capture. Techs document site work for many large companies such as **Crane**, **Lee Company**, and **Carrier**.

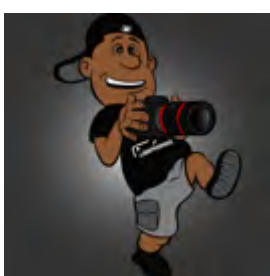


**Revance** is a biotechnology company setting the standard in healthcare. Working with **the American Society for Dermatologic Surgery**, they supply cutting edge skincare products and therapeutics in highly competitive markets around the world!



Working for **the Tennessee Office of the District Attorney**, graduates produce and edit video evidence used in court proceedings. Working closely with **the District Attorney**, the videographer assists by providing information and support of electronic evidence.

## Video & Film Grads also Work For:



## AWARDS

### 2022 - AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Alyssa Smith - SILVER - Photography
- Local - Lindsay Appleton - SILVER - Photography
- Local - Tylor Hutcheson - SILVER - Photography
- Local - Taylor Powers - SILVER – Campaign

### 2021 - AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Angelyn Johnson - GOLD - Photography
- Local - Ray Patton - GOLD - Photography
- Local - Savannah Lingle - Gold - Photography
- Local - Rachel Moore - SILVER – Photography
- Local - Nadia Peters - SILVER - Campaign
- Local - Haley Malone - SILVER - Photography
- Local - Savannah Lingle - SILVER - Photography
- Local - Noah Wells - SILVER - Photography

### 2020 - AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Ethan Shulman - SILVER - Photography
- Local - Harlie Stafford - SILVER - PSA Campaign
- Local - Harlie Stafford - SILVER - Poster

### 2019 AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Nadia Peters - Best In Show - Photography Campaign
- Local - Carelissa Young - 2 SILVER - Photography
- Local - Gabriella Karademos - SILVER - Photography
- Local - Kristen Castilon - SILVER - Photography
- Local - Ryne Anderson - SILVER- Illustration
- District - Nadia Peters - SILVER - Photography

### 2018 AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Eric Dulberg - SILVER - Photography
- Local - Eden Fletcher - GOLD - Photography
- District - Eden Fletcher - SILVER - Photography

### 2017 AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Austin Reasonover - Best in Show - Ad Campaign
- Local - Suzan Ahmed - 2 SILVER - Photography
- Local - Emma Wilson - SILVER - Photography
- Local - Josh Balboa - SILVER - Photography
- Local - Hector Mendoza - SILVER - Photography
- District - Austin Reasonover - GOLD, Best in Show - Ad Campaign

### 2016 AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Katherine Seghers - SILVER - Photography
- Local - Hector Mendoza - SILVER - Photography
- District - Katherine Seghers - SILVER - Photography
- District - Hector Mendoza - SILVER - Photography

### 2015 AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Emily Shafer, 2 SILVER, Photography
- Local - Brandi Leath, 2 SILVER, Interactive Graphic Design
- Local - Katherine Seghers, SILVER Photography
- Local - Russell Ewings, 2 GOLD, Illustration
- Local - Russell Ewings, SILVER, Illustration
- Local - Elisabeth Hunt, GOLD, Graphic Design Media
- Local - Dusty Draper, 2 SILVER, Photography
- Local - Richard Norris, SILVER, Interactive Graphic Design
- District - Steven Hudson, GOLD, Illustration

### 2014 AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Richard Norris, SILVER, Illustration
- Local - Dylan Hunt, GOLD, Photography
- Local - Mascha Muenzesheimer, SILVER, Photography
- Local - Mascha Muenzesheimer, SILVER, Photography
- Local - Becki Mastrian, 2 SILVER, Photography
- District - Richard Norris, GOLD, Illustration
- District - Dylan Hunt, GOLD, Photography
- Local - Dusty Draper, 2 GOLD, Photography
- District - Dusty Draper, SILVER, Photography
- National - Dusty Draper, SILVER, Photography

#### 2013 AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Antonio Fajardo, SILVER, Photography

#### 2012 AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - April Bowen, GOLD, Photography
- Local - R. K. Thompson, GOLD, Graphic Design
- Local - Christina Peace, GOLD, Photography
- Local - Jack O'Callaghan, SILVER
- Local - Tracy Ratliff, SILVER

#### 2011 AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Lori Ward, 2 SILVER, Photography
- Local - Molly Kirkpatrick, 2 SILVER, Photography
- Local - Jeremy Hodges, GOLD
- Local - Lyncoya Stephens, SILVER

#### 2010 AAF - NASHVILLE STUDENT ADDY WINNERS

- Local - Jessica Appel, GOLD, Photography
- Local - Adam Baker, SILVER, Illustration
- Local - Holley Bimson, SILVER, Single Consumer/Trade Magazine
- Local - Heather Brothers, SILVER, Digitally Enhanced Illustration
- Local - Michael Bromley, 2 SILVER, Digitally Enhanced Photography
- Local - Kristy Buchanan, 2 GOLD, Digitally Enhanced Photography
- Local - Kristy Buchanan, SILVER, Photography
- Local - Jimi Button, GOLD, Photography
- Local - Jacqueline Cowan, SILVER, Photography
- Local - Michael Curran, GOLD, Digitally Enhanced Illustration
- Local - Michael Curran, Judge's Choice Award, Digitally Enhanced Illustration
- Local - Jason Dodson, 2 SILVER, Photography
- Local - Josh Fuqua, SILVER, Animation
- Local - Tonda LeGarde, 2 SILVER, Digitally Enhanced Photography
- Local - Natalie Martin, SILVER, Point of Purchase
- Local - Scott Reeves, 3 SILVER, Illustration
- Local - Jacob Rhoades, SILVER, Illustration
- Local - Cheryl Swanson, 2 SILVER, Photography
- Local - Gerald Sieberling, SILVER, Illustration

- Local - Lori Ward, GOLD, Digitally Enhanced Photography
- Local - Patrick Webster, SILVER Digitally Enhanced Photography
- Local - Sheri Wornath, SILVER, Photography
- District - Jessica Appel, GOLD, Photography
- District - Adam Baker, SILVER, Illustration
- District - Michael Bromley Jr., SILVER, Digitally Enhanced Photography
- District - Kristy Buchanan, 2 GOLD, Digitally Enhanced Photography
- District - Kristy Buchanan, SILVER, Photography
- District - Jimi Button, SILVER, Photography
- District - Michael Curran, SILVER, Digitally Enhanced Illustration
- District - Jason Dodson, GOLD, Photography
- District - Jason Dodson, SILVER, Photography
- District - Natalie Martin, SILVER, Point of Purchase
- District - Scott Reeves, GOLD, Illustration
- District - Scott Reeves, 2 SILVER, Illustration
- District - Jacob Rhoades, SILVER, Illustration
- District - Gerald Seiberling, SILVER, Illustration
- National - Jessica Appel, SILVER Photography
- National - Kristy Buchanan, SILVER, Digitally Enhanced Photography
- National - Jimi Button, GOLD, Photography
- National - Michael Curran, SILVER, Digitally Enhanced Illustration
- National - Jacob Rhoades, SILVER, Illustration
- National - Scott Reeves, SILVER, Illustration

#### 2009 AAF - NASHVILLE STUDENT ADDY AWARDS

- Local - Stephanie Hines, 2 GOLD Photography
- Local - Stephanie Hines, SILVER, Photography
- Local - Stephanie Hines, JUDGE'S CHOICE AWARD, Photography
- Local - James Aaron Lindsey, SILVER, Illustration
- Local - Michael "Keekle" Rodriguez, SILVER, Animation
- Local - Jose Javier Semidei, SILVER, Non-Traditional Advertising
- Local - Stephanie Hines, 3 GOLD, Photography
- Local - Stephanie Hines, SILVER, Photography

- Local - James Aaron Lindsey, SILVER, Illustration
- Local - Jose Javier Semidei, SILVER, Non-Traditional Advertising
- Local - Michael “Keekle” Rodriguez, SILVER, Animation
- Local - Stephanie Hines, JUDGE’S CHOICE AWARD, Photography
- District - Stephanie Hines, GOLD, Photography

- Local - Lisa Galipeau, JUDGE’S CHOICE AWARD, Illustration
- Local - Ashley Gilbert, JUDGE’S CHOICE AWARD, Photography
- District - Ashley Gilbert, GOLD, Photography
- District - Robert Fleckenstein, GOLD, Illustration
- District - Lisa Galipeau, GOLD, Illustration
- District - Adam Baker, 3 SILVER, Illustration
- District - Ashley Gilbert, JUDGE’S CHOICE AWARD, Photography

#### 2008 AAF - NASHVILLE STUDENT ADDY AWARDS

- Local - Ashley Gilbert, GOLD, Photography
- Local - Lisa Galipeau, SILVER, Illustration
- Local - ADDY Awards Adam Baker, GOLD, Illustration
- Local - Lisa Galipeau, GOLD, Illustration
- Local - Ashley Gilbert, GOLD, Photography
- Local - Ashley Gilbert, SILVER, Photography
- Local - Hunter Dodson, GOLD, Illustration
- Local - Adam Baker, SILVER, Poster
- Local - Adam Baker, 2 SILVER, Illustration
- Local - Robert L. Fleckenstein, SILVER, Illustration
- Local - Sean Fletcher, SILVER, Illustration
- Local - Stephanie Hines, SILVER, Photography
- Local - Aaron Matheson, SILVER, Photography
- Local - Xavier Terrell Payne, SILVER, Illustration
- Local - Mike Williams, SILVER, Photography

#### OTHER NOTABLE STUDENT AWARDS

##### 2017 AWARD OF MERIT WINNER, CMA FEST

- J. Scott Whigham, Photography

##### 2017 ADOBE CREATIVE JAM

- Brandi Leath and Cory Harkins

##### 2014 AWARD OF MERIT WINNER, CMA FEST

- Dusty Draper, Photography

##### 2013 AWARD OF MERIT WINNER, CMA FEST

- Caitlin Harris, Photography

##### 2012 ADOBE DESIGN ACHIEVEMENT AWARDS

- Semifinalist Tracy Ratliff, Graphic Design

# ADMISSIONS

## ADMISSION PHILOSOPHY

Nossi College of Art & Design seeks students who possess creative talent, are eager to work hard, and want to explore new possibilities. We encourage students with active imaginations to produce original and creative works. Potential students may demonstrate this talent by presenting examples of their artwork during the interview process with the Admissions Department.

## CLASS AVAILABILITY

Classroom space is reserved for qualified applicants on a first-come, first-served basis. Due to space limitations, applicants are encouraged to apply early. A typical Nossi College class can range between 10-30 students.

## ADMISSION REQUIREMENTS

1. All applicants must have a regular high school diploma and graduate with a 2.0 GPA. A high school general equivalency diploma (GED) or HiSET with satisfactory scores are also accepted. Unofficial transcripts can be reviewed during the admission process, but students will remain in a provisional status. Official proof of the high school diploma, GED, or HiSET must be received prior to the first day of attendance in order to receive full college acceptance.
  - a. Applicants with a GPA below 2.0 may file an appeal with the Campus President. The appeal must include (a.) a detailed description on why the applicant's GPA is below the acceptable threshold (b.) a detailed plan on how the applicant will be successful, and (c.) supporting documentation from a third party, i.e., teacher, school counselor, or administrator. Submission of an appeal does not guarantee approval. Appeals are reviewed on a case-by-case basis.
2. Official proof of the high school diploma, GED, or HiSET must be received prior to the first day of attendance in order to receive full college acceptance.
3. All applicants with high school diplomas must be graduates of an approved school or homeschooling program.
4. All applicants are required to tour the school facilities by scheduling a tour or booking a virtual tour.
5. All applicants are required to have a personal interview with an admissions representative.
6. All applicants must provide a "Statement of Purpose" as to why they have chosen the particular program of study and what their professional goal is after graduation.
7. BGA Illustration Technologies applicants are required to present their art portfolio, showing original work, to an admissions representative. BGA in Graphic Design, Photography, and Videography & Filmmaking applicants should provide works they have created to be reviewed. They may submit items they feel are creative but didn't create themselves. Work may include website links, print ads, packaging examples, motion graphic movies, mobile apps/games, websites, tablet digital publishing, photographs, and videos. For more information, visit [Nossi.edu/Portfolio](https://nossi.edu/Portfolio).
8. As part of the admission process, students will need to take an Online Readiness Assessment to assess the student's ability to participate in online components and assess technology requirements.

## HOW TO APPLY

Persons applying for admission to the college must:

1. Complete the college application for admission accurately and thoroughly.
2. Complete the Statement of Purpose on application.

3. Submit a copy of your high school diploma, GED or HiSET scores. —Students must have a 2.0 GPA for acceptance into Nossi College of Art & Design.
4. Ask your high school registrar to mail your official high school transcript directly to the college.
5. When meeting with admissions, illustration applicants will show original work while photographers, videographers and designers can show original work and other work inspiring them to be creative. Portfolios are evaluated on the basis of skills, creativity and potential for professional competence. Visit [Nossi.edu/portfolio](https://nossi.edu/portfolio) for more info.

## **ORIENTATION**

Prior to the start of each semester, a one-day student orientation is conducted for the benefit of new students. Students are given the opportunity to become familiarized with fellow classmates, college staff, and campus resources in a less formal setting.

During orientation, students learn about areas impacting college students today, while taking care of administrative and business matters. Emphasis is placed on academic achievement, student involvement, attendance, student involvement, and mental health in order to ensure a well-rounded student experience.

## **LATE ENROLLMENT**

Late enrollment is accepted through the end of the first week of classes at the discretion of the President/CEO.

## **TRANSFER CREDITS**

Transfer students from other colleges and universities may be eligible to receive credits. In order to be considered for transfer of credit, the student must provide Nossi College with an official transcript from the previous institutions attended before he/she/they begins classes. Subjects or courses completed with a GPA equivalent of a C or above in other post-secondary institutions must be comparable in scope and content to Nossi College courses. We also recognize and accept prior learning by giving college credit for College Level Examination Program (CLEP) exams, Dual Credit Exams, and Advanced Placement (AP) exams. The total tuition cost will be adjusted according to the number of credits accepted for transfer.

### **For Veteran Transfer Credits**

Nossi College of Art & Design evaluates military transcripts for military experience and can award credit based upon the military career experience and rank of the service member. We follow the recommendations of the American Council on Education (ACE) in the transfer of credit for military training and experience. Military transcripts include the following:

- Joint Service Transcript (JST)
- Community College of The Air Force (CCAF)
- American Council of Education Registry Transcript System (AARTS)

Additionally, Nossi College of Art & Design will review personal training records for military credit, examples include:

- Enlisted Record Brief (ERB)
- DA 1059 forms

For civilian colleges, we follow Nossi College of Art & Design's general transfer of credit policy.

**For ACT transfer credit**

Students with ACT or SAT scores that are dated within five years of the first class day of the semester for which the student plans to enroll may choose to submit such scores for use in assessment of academic placement.

**Requirements for official home school transcripts**

The transcript of a home school student should be an official copy from an affiliated organization as defined by state law (TCA § 49-50-801). Transcripts from independent home school students must be accompanied by certification of registration with the superintendent of the local education agency, which the student would otherwise attend. Students unable to provide a satisfactory secondary school credential may substitute an acceptable High School Equivalency Diploma (GED® or HiSET®).

# ACADEMIC POLICIES

## TESTS AND GRADING SYSTEM

The scholastic progress of the student is reported at the end of each semester. The following conventional letter and point system are used:

Grading Style			
Semester Grade	Letter Grade	Quality Rating	Quality Points
90-100	A	Excellent	4
80-89	B	Good	3
70-79	C	Average	2
60-69	D	Below Average	1
Below 60	F	Failing	0
Incomplete	I*	Not Computed	Not Computed
Withdraw	W**	Not Computed	Not Computed
Credit by Transfer	TC	Not Computed	Not Computed
Failed Repeat	FR-R	Not Computed	Not Computed

\* Students who receive an incomplete grade, "I," have a maximum of 14 days to earn a passing grade; otherwise, the "I" becomes an "F" after this deadline.

\*\* Students who have completed at least 10 weeks of the 15-week semester and received necessary approval may withdraw and receive a "W" grade. The grade will not be computed as part of their GPA. Withdrawals may have financial implications.

The cumulative grade point average (GPA) is determined by dividing the total quality points earned by the total number of credit hours attempted.

## SATISFACTORY ACADEMIC PROGRESS

All students at Nossi College of Art & Design must demonstrate satisfactory progress toward completion of the degree being sought. Financial aid recipients and students receiving state grants must take special note that the federal and state regulations require this. For both academic and financial aid purposes, student progress is evaluated at the end of each semester. Both the pace of credits earned and the grade point average are reviewed. For a student to maintain good standing, minimum requirements must be achieved.

The usual duration for the completion of an AOS degree is six semesters. For a BGA degree, it normally takes 11 semesters to complete. To account for unforeseen circumstances (for example, severe illness) that may result in a student failing some courses, students may take as long as nine semesters to complete an AOS degree and 16 semesters to finish a BGA degree. Students are placed on Academic Warning if their pace of earned credits, their cumulative grade point average (GPA), or both do not meet minimum standards. The pace of completion is figured by dividing the number of semester hours attempted into the number of semester hours earned. There is a minimum percentage of completion pace for each semester. At the end of each semester, each student's GPA must meet a minimum standard (See Satisfactory Academic Progress Chart). Students who do not meet the minimum standard are no longer in Good Standing and will be placed on Academic Warning. Students may only be on Academic Warning for one (1) semester. If a student, while on Academic Warning, makes satisfactory grades and

brings his/her/their completion percentage and/or GPA up to the minimum standards, then that student will be removed from Academic Warning and returned to Good Standing. However, if a student does not have a satisfactory semester, then that student will be dismissed from the college.

Every student has the right to appeal his/her/their dismissal. If a student successfully appeals his/her/their dismissal, that student may then return to his/her/their degree program but on Probation and with an Academic Plan specifically designed to get the student back to Satisfactory Academic Progress leading to the completion of the student’s degree program. The Academic Plan will be reviewed at the end of every semester. Any student who fails to meet the terms of his/her/their Academic Plan will be dismissed from Nossi. While a “W” grade does not impact a student’s GPA, it does count as part of each student’s pace of completion. Accepting a “W” grade will negatively impact a student’s completion pace. Courses that receive a “W” grade count as semester hours attempted. An “I” grade will not be computed in the student’s GPA until the incomplete has been turned in to the Registrar as a final grade. While an “I” grade does not impact a student’s GPA, it does count as part of each student’s completion pace until it is resolved.

### MINIMUM CREDIT HOURS AND GRADE POINT AVERAGE CHARTS

The charts below demonstrate the minimum credit hours earned and minimum grade point average (GPA) to maintain Satisfactory Academic Progress.

Minimum Credit Hours Which Must Be Earned Each Semester For Good Standing			Minimum Credit Grade Point Average (GPA) Which Must Be Earned Each Semester For Good Standing	
Full Time Semesters Attempted	Pace of Completion (Percentage)	Degree Program (Credit Hours)	Full Time Semesters Attempted	Grade Point Average
1	46%	6	1	1.00
2	48%	12	2	1.50
3	55%	21	3	1.75
4	60%	30	4	2.00
5	67%	42	5	2.00
6	68%	51	6	2.00
7	69%	59	7	2.00
8	70%	68	8	2.00
9*	69%	76	9*	2.00
10	69%	85	10	2.00
11	70%	91	11	2.00
12	69%	101	12	2.00
13	70%	110	13	2.00
14	70%	119	14	2.00
15	70%	129	15	2.00
16**	70%	136	16**	2.00

\*Maximum time frame for the completion of the Associate of Occupational Studies in Culinary Arts.

\*\*Maximum time frame for the completion of the Bachelor of Graphic Arts in Illustration Technologies, Graphic Design, Photography, Videography & Filmmaking.

## **ACADEMIC WARNING/PROBATION/DISMISSAL**

In order to determine if a student is fulfilling the requirements of good academic standing at the end of each semester, the minimum credits earned and the minimum cumulative GPA of each student is reviewed. Any student who falls below the minimum standard will be placed on Academic Warning. These students will receive a written notice of warning and will be given an opportunity to repeat failed courses. Students on Academic Warning will continue to receive financial aid during their warning period. The warning period extends through the end of the next semester. At the end of the warning semester, the student's cumulative GPA and pace of completion are reviewed again. If the student's average equals or exceeds the required minimum, the student is removed from warning and returned to good standing. If the student's average is below the required minimum, the student will be academically dismissed.

In addition, any student unable to complete the program within the maximum time frame will be dismissed. Students who are academically dismissed are also terminated from financial aid.

## **APPEALS**

Students who fail to meet satisfactory academic progress requirements after an Academic Warning period (one full-time semester) will be dismissed from the college. Dismissed students will be permitted to appeal the termination after sitting out one semester.

The appeal letter must demonstrate that mitigating circumstances were the contributing factors to the student's failure to achieve satisfactory academic progress. Mitigating circumstances include: (a) death of immediate family member, (b) medical emergencies/severe health issues of the student, and (c) financial/personal catastrophe. Appeals must be submitted in writing to the Vice President of Academic Affairs. The appeal letter must explain in detail:

- why the student failed to make SAP,
- what has changed in the situation that will allow the student to make SAP at the next evaluation,
- the student's plan for success.

In addition to the aforementioned areas, the student must include supporting documentation. Examples of documentation include (but not limited to) a letter from a doctor, medical care provider, or objective third party (e.g., a minister, social worker, counselor, facilitator, or other professional) that supports the student's situation.

After the appeal has been received, a committee consisting of (a combination of, if not all), the Vice President of Academic Affairs, Director of Financial Aid, Director of Student Services, Director of Academic Operations, and Program Director will review the appeal submission. Appeal submission does not guarantee approval. Students who have been dismissed for a second time will need to sit out a calendar year before completing an appeal for re-admission.

The committee's decision is final.

## **GRADE APPEAL PROCESS**

It is the policy of Nossi College of Art & Design that every student should receive the grade that was earned in each class. If a student thinks that an incorrect grade has been given, then that student may appeal the grade. The appeal must be submitted a week before the new term begins.

A student who wishes to escalate their concern should follow the steps listed below:

1. The first step in the appeal process is for the student to contact the instructor to discuss the final grade awarded. The student needs to raise their concerns as soon as possible to assure that a settlement is made in a timely fashion.
2. If not resolved, the student will inform their respective Program Director. The Program Director will review the appeal along with the instructor of record.
3. If the dispute cannot be resolved at this level, students are encouraged to address the issue with the Vice President of Academic Affairs. The appeal must be in writing. The document should include a description of the disputed items and the reason why the student is appealing the decision, along with any documentation such as projects, essays, and/or assignments.
4. The VP of Academic Affairs will oversee the gathering of additional data about the issue or incident as necessary. Then the VP will then convene an ad hoc Campus Appeals Committee which may consist of the President, the Director of Academic Operations, the Program Director, and an alternate instructor. The committee will review the available information and make a final decision. The decision of the committee will be final.

### **DEFINITION OF A SEMESTER CREDIT HOUR**

A semester credit hour is equivalent to a minimum of 15 clock hours of instruction with appropriate homework and study. Some general education courses, having a disproportionate ratio of classroom instruction to practice work, require 30 clock hours of class for one-semester credit. A clock hour is defined as a period of 60 minutes, with a minimum of 50 minutes of instruction.

### **DEFINITION OF FULL-TIME, 3/4-TIME AND HALF-TIME**

Full-time students will carry a minimum of 12 credit hours in one semester. Three-quarter-time students will carry a minimum of nine credit hours in one semester. Half-time students will carry a minimum of six credit hours in one semester. Three credit hours in one semester constitutes less than half-time.

### **WITHDRAWALS AND INCOMPLETES**

The following is an explanation and clarification of withdrawals and incompletes at Nossi College:

Students are highly encouraged to connect with the college staff including their Program Director, Director of Academic Operations, and VP of Academic Affairs before considering withdrawing from a class(es) to determine the best course of action.

A "W" grade is not designed to help a student avoid getting an "F" grade. It is to be used in rare cases where a significant event has occurred that prevents the student from completing their class. Some examples are serious car accidents that result in a long healing period, a major illness that requires hospitalization, or a major family change requiring the student to spend time at home instead of spending time in class. Third-party supporting documentation will need to be provided and reviewed by the college (effective May 2024).

In order to qualify for a "W" grade, the student must have participated in courses through the 10th week of the semester. The student must initiate the request in writing with supporting documentation submitted to the Director of Academic Operations who will review the request and class progress with the Program Director and the VP of Academic Affairs.

Student Responsibilities:

NOTE: Students who are contemplating withdrawing should be cautioned that:

- Their financial aid and/or tuition costs may be affected.

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- They must repeat all courses from which they elected to withdraw.
- There may not be space available in the class upon their return.
- They may have to wait for the appropriate course to be offered again.
- Their graduation date may change.

It is the student's responsibility to complete all necessary coursework within the time frame of the semester. With circumstances beyond the student's control, students may request a grade of Incomplete ("I") prior to the end of a grading period if they are passing the course and able to successfully make up the work in a brief period of time.

Students must request an Incomplete grade by emailing their instructor(s) explaining their circumstances. The instructor will notify the respective Program Director and Director of Academic Operations.

If the Incomplete is approved, the student will have 14 days from the end of semester to complete and any outstanding assignments.

At that time, a grade of 0 (zero) will be given for any work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus. Credits associated with courses in which an Incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the College. While an "I" grade does not impact a student's GPA, it does count as part of each student's completion pace until a final grade is posted.

## **REPEATED COURSES**

It is the responsibility of the student to meet with a financial aid advisor to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. Courses repeated due to failure count toward credit hours earned only when a student attains a passing grade for that course. All attempted hours will be counted in the pace of completion. A pattern of course repetitions could cause the student to fall below the minimum standard of satisfactory progress.

## **TRANSCRIPTS**

A complete set of the student's records, including a transcript of his/her/their grades, is kept in his/her/their permanent file. One (1) copy of the transcript is provided free of charge; additional copies may be ordered from the Registrar's office at the cost of seven dollars (\$7.00) each. However, if extra copies are requested at the same time, each additional copy is only one dollar (\$1.00).

## **TRANSFER OF CREDIT**

Decisions concerning the acceptance of credits by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made concerning the transferability of any credits to any institution. Students considering continuing their education at, or transferring to, other institutions must not assume that credits earned at this college would be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. Students must contact the Registrar of the receiving institution to determine what credits, if any, the institution will accept. Students cannot be accepted or denied transfer credits solely based on an institution's accreditation.

Transfer credits that count toward the student's current program will count as both attempted and completed hours. This policy applies to the academic pace but not to the academic GPA. This policy also

applies to students who are transferring to Nossi College from another college. Nossi will accept transfer credits from nationally or regionally accredited colleges if the courses are equal to the courses offered in the Nossi curriculum and a grade C or above were earned.

## Statewide Dual Credit Catalog

Tennessee Statewide Dual Credit courses are academically challenging high school courses, created by Tennessee secondary and postsecondary educators, which incorporate college-level learning objectives and have an aligned challenge exam.

Statewide dual credit programs offer high school students the chance to engage in rigorous coursework that meets the standards expected at colleges and universities. These courses are carefully designed to align with the expectations and rigor of postsecondary education, ensuring that students are adequately prepared for the challenges they will face in higher education.

It is the student's responsibility to ensure that their high school has an existing articulation agreement with the state of Tennessee Department of Education. For more information:

<https://www.tbr.edu/academics/early-postsecondary-opportunities/statewide-dual-credit-articulation>

Students enrolled in a statewide dual credit course take the online challenge exam, which is used to assess mastery of the postsecondary-level learning objectives. Students who meet or exceed the exam 'cut score' receive college credit that can be applied to any Tennessee public postsecondary institution. Exam scores are reported on the high school transcript to ensure postsecondary credit is accurately awarded.

The table below represents the Statewide Dual Credit class and the corresponding class at Nossi College of Art & Design upon successful mastery of the exam.

Statewide Dual Credit Class	Nossi Class	Nossi Accepted Cutoff Score
American History II	AH302 American History	75%
World History	WC301 History of Western Civilization	70%
Math	FIN100 Introduction to Financial Literacy	70%
Psychology	PS108 Psychology	70%
Speech and Communication	EN280 English: Written and Oral Communication	75%

Below represents the students' responsibility and the College's process for Statewide Dual Credit transcription:

1. Student applies and goes through the application and interview process with Nossi College of Art & Design.
2. Student provides a copy of their high school transcripts and indicates to their respective Admissions Representative that they earned Statewide Dual Credit.
3. The Admission Representative will notify the Director of Academic Operations (DAO).
4. The DAO will review the high school transcripts and verify the scores through the EPSO database.
5. The DAO will apply the credit to the student's transcript upon formal acceptance to the College.

For more information about the learning objectives for each course, as well as information on challenge exam dates and college articulation, visit the [Tennessee Board of Regents' Statewide Dual Credit website](#).

## **ATTENDANCE POLICY**

Regular attendance is an essential ingredient for academic success. No amount of outside work can substitute for class presence and active participation. The College provides for reasonable excused absences due to circumstances beyond the control of the student. All excused absences (such as serious illness or death in the family) must be supported by documentation (such as a letter from the physician) the documentation should be given to the Director of Academic Operations. The student is responsible for making up all work missed during an absence regardless of the reason for the absence. Whether an absence is excused or unexcused, it still counts as an absence.

The primary difference between the two absences is that with an excused absence, the instructor is required to allow the student to complete missed work. If an absence is unexcused, the instructor may decide not to accept late projects or allow make-up exams. Three absences are considered the maximum number allowed by the college for each course every semester where the student may still earn a passing grade.

In rare instances, a fourth excused absence may be allowed and permit the student the opportunity to earn a passing grade. Under no circumstances may a student have a total of five absences in any one class during one semester and still receive a passing grade. Students who fail a course will be required to take the course again prior to graduation and are obligated to pay for the course a second time or as many times as it takes until they earn a passing grade.

## **TARDY POLICY**

Any student who arrives more than five minutes late to class will be marked tardy for that class. That first five-minute period is considered a grace time. The tardy time begins after that five-minute grace period. In fifteen-minute increments, tardies will count toward absences. Four fifteen-minute tardies will equal one absence. In most cases, tardies will accumulate over several class periods. This same policy will apply to students who leave class early. Leaving early will count toward an absence.

Tardy Breakout:

- 6 - 15 minutes late =  $\frac{1}{4}$  absence
- 16 - 30 minutes late =  $\frac{1}{2}$  absence
- 31 - 45 minutes late =  $\frac{3}{4}$  absence
- 46+ minutes late = 1 absence

## **MAKE-UP WORK**

Students are responsible for making up any missed work during an absence, regardless of the reason for the absence. Make-up work must be completed according to the class syllabus.

## **ADD/DROP A COURSE**

The last day for adding or dropping a course is the first Friday after the start of a semester.

## **WITHDRAWAL FROM CLASSES OR COLLEGE (EXIT INTERVIEW)**

Any student thinking about withdrawing from a class or college prior to completion should contact their department coordinators or department chair first. Ceasing to attend a class for any reason will result in the student receiving an "F," and he/she/they will be required to repeat that class and pay for the repeated class. Similarly, merely ceasing to attend college does not constitute an official withdrawal.

If they still want to withdraw, they should see the Student Services Director to complete the Academic Exit Interview. All students planning to withdraw must also have an exit interview with the Financial Aid

Director. At that time, the student's obligation for repayment of Federal Student Loans will be explained in detail.

## **PLAGIARISM**

Plagiarism is the act of stealing someone else's ideas, words, images, creativity, imagination and/or work and passing it off as one's own. It is taking from someone else's efforts, without crediting those efforts, and claiming that it is the result of one's own work. It will not be tolerated, in any form, at Nossi College of Art & Design.

When a college student plagiarizes, it is an insult and an affront to the integrity of colleges everywhere. It strikes at the very foundation of a college environment. At Nossi College of Art & Design, it is totally unacceptable. The College has developed the following policy: if a student plagiarizes on a term paper, project, or exam by not citing a source, whether intentional or not, or steals something from the Internet for that paper, project, or exam, then that student is given an automatic "F" grade on the paper, project, or exam. A second plagiarism offense in the same course results in an automatic "F" grade for the course. A third time plagiarizing at Nossi College of Art & Design will result in the student being dismissed from the college.

There is no defense for plagiarism. It either exists or does not exist – there is no middle ground or gray area. A student cannot claim that they did not know any better. Stealing an idea is still stealing. Lying about it is still lying. In a college environment, it is offensive and, at Nossi College of Art & Design, will not be tolerated.

## **INTERNSHIPS**

All degree programs have an Internship requirement prior to completing their respective degree. Students are encouraged to connect with their Program Director and Vice President of Talent Development/Strategic Engagement for site identification and placement.

Most corporations and companies prefer to have senior students close to graduation for their major internships. However, depending upon the nature of the internship, all students can be eligible for internships. Some internships include pay, and some do not. Through an internship, it is expected that the intern will gain valuable experience in a real working environment. If a student does an excellent job as an intern, the sponsoring company may offer the intern, upon graduation, a permanent position within the company.

*Nossi College does not participate in externship programs.*

## **FIELD TRIPS/LECTURERS**

Field trips for the observation and general education of students are arranged throughout the semester. Lecturers and professionals in their fields are invited on campus to speak and to discuss their views in various areas of interest. All of these activities are part of the regular class schedule.

## **PROGRESS REVIEW**

Every student will participate in a meeting with the College Administration to discuss that student's academics and progress at Nossi College. The purpose of the Progress Review is to discover exactly how each student is doing, thus far, in his/her/their degree program.

Each student's attendance record, academic record, and attitude are processed. This meeting is designed to be non-stressful and informal. This review is also an excellent time for students to ask questions and to clarify anything that may be confusing.

We want students to have an opportunity to discuss their observations and opinions about Nossi with the Administration of the College.

### **RESTART POLICY**

A student who withdraws or is dropped from the college may apply for readmission (please see appeals and re-entrance policy). Students may restart only once unless there are mitigating circumstances. A restart fee of \$150 will be charged to the student. The registration fee of \$150 does not have to be repaid if the student restarts within one year. If the student returns after one year, the registration fee of \$150 will have to be paid also. A restart fee of \$150 will also be charged for transferring from one program to another offered by the college. Students who complete one program and wish to enter another program need not pay a restart fee but are required to pay the prevailing registration fee. Students re-entering are required to sign a new enrollment agreement and pay the prevailing tuition rate.

### **GRADUATION REQUIREMENTS**

All students must meet the following requirements prior to graduation:

1. Completion of all courses.
2. Earn a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 grading scale.
3. Present an acceptable portfolio that is publicly reviewed.
4. Meet all financial obligations to the college.
5. Complete a Financial Aid exit interview with the Financial Aid Director.
6. Meet with a college official for an academic exit interview plus receive information on the procedure for Commencement exercises.

Upon completion of the course requirements and based on selected major, students of Nossi College receive a Bachelor of Graphic Arts (BGA) degree in Graphic Design, Illustration Technologies, Photography, Videography & Filmmaking, or an Associate of Occupational Studies degree (AOS) in Culinary Arts.

### **EMPLOYMENT ASSISTANCE**

Nossi College provides a full-time Vice President of Talent Development and Strategic Engagement to assist graduates in locating satisfactory employment in their fields of study. In addition to assisting graduates, the office aids currently enrolled students in locating internships, part-time work, and full-time employment while in school.

Nossi College prepares students to seek employment and to meet the expectations of the workplace. Essential information is provided regarding the employment process—emphasizing interview skills, appearance, communication, and professional behavior. Because art and photography employers normally assess talent through a candidate's portfolio, training is provided on how to put together a convincing portfolio of the graduate's best work. The Vice President of Talent Development and Strategic Engagement organizes and hosts Mock Interviews each semester in an ongoing effort to put students in contact with employers. Employers often contact the Vice President of Talent Development and Strategic Engagement's Office to recruit potential employees, indicating their confidence in the work ethic and skill training offered at Nossi College.

Although every effort will be made to assist our students in securing gainful employment, like other reputable institutions, Nossi College does not guarantee or promise employment. The success or failure of such efforts will be influenced to a great extent by the attendance, academic records and the professional quality of work achieved by each student, as well as his/her/their participation in job search activities.

# REGULATIONS

## DRUG AND ALCOHOL ABUSE AGENCIES

For institutions to maintain eligible participation in federal student financial assistance programs, a drug and alcohol abuse and/or referral plan must be available for students, faculty, and staff. The college utilizes local organizations and agencies to refer persons seeking this assistance. Brochures for these agencies are located in the Learning Resource Center. Many of these referral and rehabilitation programs are available to the general public for free or a minimal charge.

## CODE OF CONDUCT

The college reserves the right, through the function of the administration and faculty, to request the withdrawal of any student who brings discredit upon the college, who violates the educational rights of his/her/their fellow students or who is a threat to the safety of students, faculty or staff. The college has zero tolerance for any form of violence and zero tolerance for any type of weapons brought on campus.

The following can also be cause for dismissal:

1. Destruction and/or theft of the College's or any students', instructors', or staff members' property.
2. Possession of illegal drugs, alcohol, firearms, or any other weapon while attending college.
3. Delinquency in tuition payments.
4. Physical or verbal abuse of a fellow student, staff member or instructor.
5. Failure to attend class or failure to contact the college for 14 consecutive days.

## COUNSELING SERVICES

Nossi College provides on-campus mental health counseling services for individual settings. For information and ways to sign up, please contact Student Services.

## REQUEST FOR ACCOMMODATION OF A DISABILITY

Nossi College of Art & Design uses a written documentation guideline to determine a student's reasonable accommodation request for a disability. To make a request for services, students forward their current diagnostic documentation and accommodation request to the Registrar's Office for review. Documentation must be completed by a licensed clinical professional and include the following information.

1. All documentation must be provided on the official letterhead of the professional describing the disability and include the assessment date, as well as the signature of the evaluator.
2. Each documentation provided must include the name, title, and professional credentials of the evaluator, including information about their license or certification.
3. The documentation must adequately verify the nature and extent of the student's disability in accordance with current professional standards and assessment tools, as well as, include the student's current functional impact of the impairment and any history of receiving accommodations.
4. All documentation must clearly substantiate the need for each of the student's specific accommodation requests. For example, if academic accommodations are requested, learning must be one of the major life activities substantially limited.
5. Students requesting services for the manifestations of multiple disabilities must provide supporting information of each condition.
6. If the original documentation is incomplete or insufficient to determine the extent of the disability or the accommodation, Nossi has the discretion to require additional documentation. Any costs incurred in obtaining additional documentation are incurred by the student.

## **MEDICAL NOTIFICATIONS**

Each prospect filling out enrollment paperwork will be provided a medical notification form. This form is used to let staff and faculty know about any physical or mental health matters. When the enrollment paperwork is turned in to the Registrar's office, if the form has been filled out, this information will be added to the student's electronic file under the notes section, labeled medical notification. At the start of each new semester, the Registrar will run a report noting any active student who has given any medical information. This report will be divided out by program and provided to instructors to help ensure students' needs are met in the classroom. The students, staff, and faculty are aware the information is being shared within the college, but should not be discussed otherwise.

## **STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT POLICY**

Nossi College complies with the Student Right to Know and Campus Security Act as amended by Publication L 102-26, the Higher Education Technical Amendment of 1991, requiring institutions make available to students, beginning July 1, 1993, and annually thereafter, the graduation rate of its full-time students and disclosing its crime statistics and campus security policies. This information is provided to students by the Admissions Office and updated each year via student email and placed on the student portal.

## **LEAVE OF ABSENCE POLICY**

The purpose of this policy is to confirm that Nossi College of Art & Design is in compliance with federal regulations, 34 CFR 668.22 (d), regarding the process for students requesting a leave of absence.

## **LEAVE OF ABSENCE DEFINITION**

A Leave of Absence (LOA) is an interruption in course progression due to a documented unforeseen circumstance with an approved reason and a documented intent to return to complete the educational program. A LOA cannot exceed 180 days in any 12-month period and may have a serious impact on a student's financial aid. The College in which the student is enrolled grants a Leave of Absence. For purposes of Title IV, HEA program loan borrower, an institution does not have to treat a leave of absence as a withdrawal if it is an approved leave of absence.

## **LEAVE OF ABSENCE REQUIREMENTS**

According to federal regulations, 34 CFR 668.22 (d), the following criteria outlines the requirements to process an approved LOA: The student shall be responsible for submitting a written request to the Registrar requesting a formal leave of absence. Documentation, where required, should accompany the request.

6. The student submitting the request shall be currently enrolled in classes.
7. The student shall have a history of performing satisfactorily on all course work as defined by the program's academic progression policy. The ad hoc committee will review the academic progress as part of the determining factors in granting a leave.
8. The student shall document a reasonable intent of returning to complete the course of study. An expected date of return and a plan for completion of course work must be included.
9. The request shall be made prior to the start date of the leave unless unforeseen circumstances arise. (For example, a student involved in a major accident that requires hospitalization.) Written documentation and explanation of late application shall be submitted by the student to substantiate the late request.
10. The leave of absence shall not exceed 180 days in any 12-month period as outlined by Title IV regulations. At Nossi College of Art & Design, this will mean a maximum of one semester.
11. A LOA cannot be granted for academic reasons (i.e., to keep a student from failing).

12. A student returning from a LOA must resume course work at the same point in the academic program that he or she began the LOA.
13. Upon return from LOA, the institution may not assess the student any additional institutional charges. Therefore, the student is not eligible for any additional federal student aid (Title IV funds).
14. If a student is a Title IV recipient, the institution must explain the requirements and regulations of his/her/their financial aid status (grace period, repayment, etc.) prior to granting the LOA. The information that will be provided will include the financial consequences if the student fails to return from LOA.

### **LEAVE OF ABSENCE APPROVAL PROCESS**

1. The leave of absence ad hoc committee shall approve the leave of absence within five business days of the written request.
2. The committee shall consist of the Registrar, Director of Admissions, the Financial Aid Department, the Department Coordinator, and the Vice President for Academic Affairs.
3. Special attention shall be focused on the ability of the student to return and complete all course work. A leave of absence provides that the student shall be able to complete their course progression.
4. The Registrar will notify the following departments with the results of the request: Financial Aid, Business Office, Faculty of the classes for which the student is currently enrolled, Director of Admissions, Department Coordinator, the Vice President for Academic Affairs and other necessary faculty or staff as part of daily operational needs.

### **FAILURE TO RETURN**

Failure to return from an approved leave of absence shall, in accordance with CFR 668.22(d), be considered a withdrawal. The withdrawal date shall reflect the start date of the leave of absence even though the leave was approved. The withdrawal policy shall then be implemented.

A student granted a LOA is not to be considered withdrawn, and no return of Title IV calculation is required. If a student does not meet the LOA criteria, the student is considered to have ceased attendance from the institution, and a Title IV return of funds calculation is required.

### **IMPACT OF A LEAVE OF ABSENCE ON FINANCIAL AID**

Schools may neither credit a student's account nor deliver loan proceeds to the student borrower while the student is on an approved leave of absence. A student who is approved for a leave of absence after receiving financial aid for the semester may be required to return a portion of the aid previously received. Federal educational loan regulations state that when a student borrower fails to return after 180 days (6 months) in any 12-month period, the borrower will be considered as withdrawn from school for loan repayment purposes. At that point, the school is required to calculate the amount of financial aid the student earned and the amount of financial aid that must be returned. These calculations are based on the time the student was enrolled. The percentage of the semester the student completed is the percentage of aid the student can keep. The percentage of the semester the student did not complete is the percentage of aid that must be returned. Once a student completes more than 60% of the semester, the student has earned 100% of the aid they received for that semester.

Student borrowers are given a six-month grace period on most types of federal loans starting at the date enrollment ceases. During this time, lenders will treat the borrower's loans as if the borrower were still enrolled in school full-time. Once a grace period is used on a specific loan, it will not be given again. At the end of this six-month grace period, the student will be required to enter repayment on their federal educational loans until they return to school; however, deferment or forbearance options are available if the student makes a request to their lender.

Students who are granted a leave of absence (that is expected to last 180 days or more) after paying for the semester's tuition will be treated as withdrawn. The following federal policies will apply: If a student received federal student aid before withdrawing, being dismissed, or being granted a leave of absence, any tuition refund calculated would be returned to the federal aid programs first. Federal regulations mandate that the percentage of the semester the student did not complete will be the percentage of available federal aid the student did not earn. If the student received more federal student aid than they earned, the school must return the unearned funds to the student's lender in a specified order. Once the student has completed more than 60% of the semester, the student has earned 100% of their aid, and no federal refund is required. When a refund is required, the amount of the student's aid that the school is required to return to the student's lender is determined by multiplying the amount of the student's tuition and fees by the percentage of the semester the student did not complete. Once institutional and federal refunds are complete, the student will be required to pay any remaining balance due to the school within 30 days.

## **SMOKING**

Promoting the health and well-being of students, faculty, and staff, the College established a smoke-free environment. Smoking is not permitted inside campus. A designated smoking area with proper receptacles can be found outside the student entrance. All trash must be disposed of properly.

## **ELECTRONIC CIGARETTES**

Nossi College recognizes the growing trend of people trying to stop using tobacco products. The College supports students, faculty, and staff who are trying to quit their use of tobacco products. Please keep in mind; many people have switched to electronic cigarettes (e-cigarettes or vaping). Recent studies have found that vaping can be extremely damaging to the user's lungs. Nossi College encourages all users of e-cigarettes/vaping to consider these risks and consider finding another method enabling you to cease vaping.

It is the policy of Nossi College that vaping or any use of an electronic cigarette by students be confined to the area outside at the back of the building. For faculty or staff, they may be used in the faculty/staff lounge area outdoors.

*Regardless of weather, no one may smoke or vape inside campus.*

## **SOCIAL MEDIA POLICY**

Social media sites such as Facebook, LinkedIn, Twitter, YouTube, Instagram, TikTok and personal websites are great ways to communicate and promote oneself as an artist. Nossi College of Art & Design does not have any problem with students joining and participating in online communities as individuals. Indeed, the College encourages and supports such activities. However, any behavior that violates the College's Student Conduct policy and is brought to the attention of the administration will be treated as any other violation of the Student Code of Conduct.

Please see the Vice President for Academic Affairs for any questions related to the Student Code of Conduct.

Think twice before posting; privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the College. Search engines can turn up posts years after they are created; and, comments can be forwarded or copied. Show respect for people's privacy and for topics that others may consider objectionable. If you wouldn't say it in class or to your instructor, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask an administrator for input.

Faculty or staff members, while not officially acting on behalf of the college, should add the following disclaimer when identifying themselves as part of Nossi College of Art & Design: "The views and opinions expressed here are not necessarily those of Nossi College of Art & Design, and they may not be used for advertising or product endorsement purposes." If you are a Nossi College of Art & Design student and identify yourself as such on a social media network, you also should add the disclaimer.

Remember that you are "speaking" in public. It is illegal to defame, threaten, plagiarize, harass, libel, slander, or discriminate against anyone or any organization.

Don't use the Nossi College of Art & Design logo without written permission to do so.

### **RELEASE OF STUDENT INFORMATION**

Public Law 93-380 (Family Rights and Privacy Act of 1974), a federal law, allows certain information may be released by the college under the title of "Directory Information." For the purpose of this section, the term "directory information" relating to a student includes the following: student's name, address, telephone listing, date and place of birth, curricula and major field, dates of attendance, degrees, and awards received. By the publication of this notice, students are advised on information the college may release. If a student does not want to release any or all of the above information, he/she/they must inform the President/ CEO in writing.

### **SEXUAL HARASSMENT**

Any form of sexual harassment of students, staff, or faculty is unacceptable, and his/her/their conduct will not be tolerated. Anyone who feels that he/she/they is a victim of sexual harassment by any student, staff, faculty, visitor or guest of the college should bring the matter to the immediate attention of Mindy Gilbert, Nossi College's Title IX Coordinator at (615) 514- 2787 or email [MGilbert@nossi.edu](mailto:MGilbert@nossi.edu). Nossi College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible. It will take appropriate corrective action when warranted. Following an investigation, if any student, instructor, or staff member of Nossi College is determined to have engaged in sexual harassment in violation of this policy, that person will be subject to appropriate sanctions up to and including termination.

### **RETENTION OF STUDENT WORK/EXHIBITIONS**

The college reserves the right to select and retain artwork, photography, or video from each student. These become the permanent property of Nossi College. These selected works are displayed at the facilities of the college. The public is invited to visit the college and view the student art displayed. Nossi College also exhibits students' artwork and photographs in public places, such as shopping centers, banks, professional offices, as well as digital and social spaces. Nossi College reserves the right to exhibit works produced by students and to photograph students' work for use in Nossi College catalogs, publications, and promotional pieces, including the [nossi.edu](http://nossi.edu) website and various social media channels.

### **COPYRIGHT OWNERSHIP POLICY**

Copyright law secures for the creator of a creative effort the exclusive right to control who can make copies or make works derived from the original work. There are some important exceptions to this basic understanding of copyright. One of these is that, under copyright law, the copyright to works created by persons in the course of their employment belongs to their employer rather than to the individual. Consequently, Nossi College asserts its interest in copyright ownership of works created by employees for college use. This includes, but is not limited to, such items as course syllabi (for both campus and online courses), curriculum developments, college catalogs, brochures, posters, all types of commercials and promotional products, website items, logos, stationery, business cards, banners, and other signage.

As an art college, Nossi College is especially sensitive to the rights of creative people. Copyright law requires that a creative work exists in some tangible form. It cannot simply be an idea. Once a new creation takes place, then the person who created it has, with some exceptions, as noted above, the legal right to ownership and

the legal right to copyright. Nossi College respects and supports those rights. Nossi College only asserts its ownership of copyright for those items created by employees when working for the college developing or creating items for college use.

### **THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

The Family Education Rights and Privacy Act of 1974 has been implemented at Nossi College. Highlights of the amended Act, which provides for access to student records, are:

1. The provisions of the Act apply to currently enrolled students and former students.
2. Excluded from inspection are the following:
  - a. Financial records of the parents of the student.
  - b. Confidential letters of recommendation filed before January 1, 1975.
  - c. Confidential letters solicited under a waiver of the right of future access.
3. Records excluded from the provisions of the Act are defined as:
  - a. Personal files seen only by the writer.
  - b. Law enforcement files.
  - c. Files related to employment status.
  - d. Medical or related professional files.
4. Records may be released without written consent to:
  - a. Other officials of the college.
  - b. Officials at schools to which the student is transferring.
  - c. In connection with application or receipt of financial aid.
  - d. State or local officials as required by state statute.
  - e. In connection with test development and administration.
  - f. Accrediting organizations.
  - g. Parents of a dependent student providing at least one-half of the support needed to claim a dependent for income tax purposes.
  - h. In an emergency.
5. A record of requests for information must be kept with each student's file.
6. The college must respond to the student's request within 45 days.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Students should be aware that Nossi College has a complaint procedure to address all concerns or complaints regarding their program of study, financial aid, instructors, staff, or fellow students (Section VI (a), Rules of Process and Procedure, Standards of Accreditation). To the extent possible, students should seek a resolution of such matters through the institution's complaint procedure before involving others. Disagreements, misunderstandings, grievances, and/or complaints may occur between students and/or college personnel. It is expected most of these differences will be resolved at an early stage.

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion.
2. If no agreement is reached in Step 1, either party may request the matter be referred formally to a member of the college administration. This request must be in writing and include all pertinent information regarding the disagreement (and must be submitted within 45 days of the date the incident happened). Once the written request is made to a

member of the administration, that person will review both sides of the situation and make a decision in writing.

3. If an agreement is not reached after Step 2, either party may appeal the decision to the College Board. The College Board consists of the Campus President and the Vice President for Academic Affairs. If one of them were involved (or not available for step 2), that person would be excused from proceeding to step 3. Instead, a third person (i.e., Director of Academic Operations or Director of Admission) would be asked to join the Board. This Board will interview both parties to the dispute, gather info, and issue a decision in writing. The appeal document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is appealing the decision and the steps the student has taken to resolve the dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances.
4. After a decision is rendered after Step 3, the Board's decision is final. If the student does not think the college has given adequate concern, that student may take his/her/their complaint by directing them to the State Licensing Authority and/or the College's accrediting body:

The title and address of the College's state licensing authority is:

*Tennessee Higher Education Commission  
312 Rosa L Parks Ave. 9th Floor  
Nashville, Tennessee 37243  
(615) 741-3605*

### **STUDENT COMPLAINT PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

The title and address of the College's accrediting commission is:

*Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)*

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor, the student may potentially be reinstated at the next available course start date or as determined by the nature of the decision of the college board.

## **FEES, FINANCIAL AID, AND SCHOLARSHIPS**

### **2025 TUITION:**

#### **AOS in Culinary Arts, six semesters**

- \$150 Registration fee (one-time fee)
- \$6,700 Tuition charges per semester
- \$396.50 Knife kit – Approximated cost
- \$145.00 Uniform – Approximated cost
- \$250 graduation fee (includes cap and gown)

The total cost for six (6) semesters (the normal time to complete the program) is \$40,200. Charges by the school do not include living expenses, transportation, and items such as papers, pens, pencils, and other personal expenses. Charges also do not include textbooks and supplies. The average cost of books, supplies, a computer, and software per semester is approximately \$700. A student pays a \$150 registration fee with his/her/ their application and a \$250 graduation fee in his/her/their last semester. Charges are due in full at the start of each semester. The student may, however, pay tuition on a monthly basis in four payments of \$1,675 due on or before the fifth of each month. There are no carrying or interest charges connected with this monthly payment plan when paid on time.

Students who terminate or are terminated by the college are still responsible for the charges owed according to the refund policy, as stated in the enrollment agreement. All payments must be kept current. Students are subject to termination for failure to keep payments current. A student who fails the class will be required to repeat that class and pay for both the failed class and retaking the class. There are no free classes or semesters. In the event Nossi College of Art & Design must resort to legal action to collect any money due, the student agrees to be responsible for any collection, attorney, or court costs that may be necessary to collect on the account.

### **2026 TUITION:**

#### **AOS in Culinary Arts, six semesters**

- \$150 Registration fee (one-time fee)
- \$6,900 Tuition charges per semester
- \$396.50 Knife kit – Approximated cost
- \$145.00 Uniform – Approximated cost
- \$250 graduation fee (includes cap and gown)

The total cost for six (6) semesters (the normal time to complete the program) is \$41,400. Charges by the school do not include living expenses, transportation, and items such as papers, pens, pencils, and other personal expenses. Charges also do not include textbooks and supplies. The average cost of books, supplies, a computer, and software per semester is approximately \$700. A student pays a \$150 registration fee with his/her/ their application and a \$250 graduation fee in his/her/their last semester. Charges are due in full at the start of each semester. The student may, however, pay tuition on a monthly basis in four payments of \$1,725 due on or before the fifth of each month. There are no carrying or interest charges connected with this monthly payment plan when paid on time.

Students who terminate or are terminated by the college are still responsible for the charges owed according to the refund policy, as stated in the enrollment agreement. All payments must be kept current. Students are subject to termination for failure to keep payments current. A student who fails the class will be required to repeat that class and pay for both the failed class and retaking the class. There are no free classes or semesters. In the event Nossi College of Art & Design must resort to legal action to collect any money due, the student agrees to be responsible for any collection, attorney, or court costs that may be necessary to collect on the account.

### **2025 TUITION:**

#### **BGA in Illustration Technologies, BGA in Graphic Design, BGA in Photography, and BGA in Videography & Filmmaking**

- \$150 Registration fee (a one-time fee)
- \$6,700 Tuition charges per semester
- \$250 graduation fee (includes cap and gown)

The total cost for eleven (11) semesters (the normal time to complete the program) is \$73,700. Charges by the school do not include living expenses, transportation, and items such as papers, pens, pencils, and other personal expenses. Charges also do not include textbooks and supplies. The average cost of books, supplies, a computer, and software per semester is approximately \$700. A student pays a \$150 registration fee with his/her/their application, \$250 graduation fee in his/her/their last semester. Charges are due in full at the start of each semester. The student may, however, pay their tuition on a monthly basis in four payments of \$1,675 due on or before the fifth of each month. There are no carrying or interest charges connected with this monthly payment plan when paid on time.

Students who terminate or are terminated by the college are still responsible for the charges owed according to the refund policy, as stated in the enrollment agreement. All payments must be kept current. Students are subject to termination for failure to keep payments current. A student who fails a class will be required to repeat that class and pay for both the failed class and retaking the class. There are no free classes or semesters. In the event Nossi College of Art & Design must resort to legal action to collect any money due, the student agrees to be responsible for any collection, attorney, or court costs that may be necessary to collect on the account.

### **FIXED TUITION POLICY**

It is the long-standing policy of Nossi College of Art & Design not to raise tuition or increase the cost for our current students. However, if the student withdraws and re-enrolls, he/she/their must agree to pay the prevailing tuition rate. Students who are on a monthly payment plan and withdraw are required to fulfill their financial obligation for the attempted semesters. A semester is defined as 15 weeks of

### **2026 TUITION:**

#### **BGA in Illustration Technologies, BGA in Graphic Design, BGA in Photography, and BGA in Videography & Filmmaking**

- \$150 Registration fee (a one-time fee)
- \$6,900 Tuition charges per semester
- \$250 graduation fee (includes cap and gown)

The total cost for eleven (11) semesters (the normal time to complete the program) is \$75,900. Charges by the school do not include living expenses, transportation, and items such as papers, pens, pencils, and other personal expenses. Charges also do not include textbooks and supplies. The average cost of books, supplies, a computer, and software per semester is approximately \$700. A student pays a \$150 registration fee with his/her/their application, \$250 graduation fee in his/her/their last semester. Charges are due in full at the start of each semester. The student may, however, pay their tuition on a monthly basis in four payments of \$1,725 due on or before the fifth of each month. There are no carrying or interest charges connected with this monthly payment plan when paid on time.

Students who terminate or are terminated by the college are still responsible for the charges owed according to the refund policy, as stated in the enrollment agreement. All payments must be kept current. Students are subject to termination for failure to keep payments current. A student who fails a class will be required to repeat that class and pay for both the failed class and retaking the class. There are no free classes or semesters. In the event Nossi College of Art & Design must resort to legal action to collect any money due, the student agrees to be responsible for any collection, attorney, or court costs that may be necessary to collect on the account.

instruction. A week of instructional time contains at least one day of regularly scheduled instruction, examination, or preparation for examination.

### **TUITION CHARGES FOR CREDIT GRANTED**

When the Director grants credit for previous courses, the total cost will be reduced according to the number of courses or semesters bypassed. This must be accomplished prior to entering a program. However, the monthly payment plan or the semester payment plan will not change for the duration of the enrollment agreement. Students are required to continue making payments according to the terms of the agreement, until all tuition and fees, less credits received, are paid in full.

### **TUITION CHARGES FOR PART-TIME STUDENTS**

Semester tuition charges or a monthly tuition payment plan is set up for full-time students. Therefore, taking less than a full-time course load does not reduce the monthly or the semester tuition payment plan, nor will it affect the refund policy. If a student takes less than a full-time load, he/she/they will be allowed to complete the outstanding credits at no additional charge once the enrollment agreement charges are paid in full. Students who attend less than full-time are cautioned that they may not be eligible for financial aid. Please check with the Financial Aid Department for eligibility.

### **TUITION CHARGES FOR FAILED COURSES**

Students who fail a course or a semester will be required to repeat that course or semester and are obligated to pay for both the failed courses or semester and the retaken courses or semester. If a student fails only one class, he/she/ they will be charged an additional fee for that class (prorated) during the final semester plus the usual semester charges. Additional failed classes will be charged in subsequent semesters up to a maximum of 11 semesters. There are no free semesters. The monthly payment rate, semester tuition payment plan, and the refund policy will not change.

### **SATISFACTORY ACADEMIC PROGRESS**

Students receiving government-funded financial aid must maintain a schedule of satisfactory academic progress.

### **FAIR AND REASONABLE TUITION CHARGES**

Nossi College of Art & Design takes pride in its determined efforts to keep the tuition cost low when compared to art schools across the country offering similar programs. Additionally, the college has established its own fairness practices regarding student tuition charges and fees. These fairness practices include the following:

1. Tuition charges and fees are the same for all students, whether they are Tennessee residents, out-of-state, or international students.
2. Students are charged only for each semester they attend college.
3. Tuition charges will never increase for the entire duration of the program as long as the student is attending college.
4. There are no interest charges for students who pay their tuition on time each month.

### **CHANGES IN PROGRAMS, TUITION, CHARGES, OR FACULTY**

The success of Nossi College of Art & Design is due in part to its ability to stay closely attuned to local conditions and to retain program flexibility. One strategic way Nossi College stays on top of industry trends and new developments is by hosting Advisory Boards overseeing the degree program curriculum. Each degree program is paired with a team of 10 advisory board members plus Nossi College's President/CEO and the Vice President for Academic Affairs. This allows Nossi College to base curriculum recommendations by business professionals actively working in their field of expertise.

The Advisory Boards help implement new courses to meet employers' personnel requirements and the industries they serve. Courses are dropped when fewer job opportunities in the field are recognized.

Due to these consistent changes, the College reserves the right to alter faculty members, modify tuition rates, as well as add or discontinue courses or programs when necessary. Nossi College reserves the right, without prior notice to students, to merge classes serving one major or another, merge or change day and night classes, change class contents/ descriptions, earned credit hours, or change classes required for graduation. If such action is taken, no additional tuition will be charged to enrolled students because of the above changes. Nossi College also reserves the right not to offer a program listed in the catalog by giving the applicant a 30-day advance notice and by refunding the applicant, in full, all the monies paid to the college.

All students who enter Nossi College must enter into an enrollment agreement. This agreement is effective until the student gives written notice that he/she/they will no longer be attending the College. However, such notice does not relieve the student from any charges incurred while attending Nossi College (See Refund Policy for complete details). Students will pay for each semester classes are attended at the same rate of tuition as long as they remain in college (even for repeats of failed courses). When a student terminates or is terminated by the college, and is later readmitted, he/she/they will have to sign a new enrollment agreement and pay the current tuition rate.

## **REFUND POLICY**

A student wishing to officially cancel the enrollment agreement or withdraw should inform Nossi College of Art & Design, and is encouraged to do so in writing. Nossi College is located at 590 Creative Way, Nashville, Tennessee, 37115. The college has a fair and equitable refund policy that applies to all students. The refund policy is the same for all students, regardless of the source of funding. The college also strictly abides by the Federal Standards of "Return of Title IV Funds." Information regarding any third-party funding agencies, as well as "Return of Title IV Funds," may be obtained from the Financial Aid office.

Nossi College's refund policy meets or exceeds the standards authorized by the Tennessee Higher Education Commission (THEC).

1. If the applicant is not accepted by Nossi College of Art & Design, all payments made by the applicant will be refunded.
2. If the cancellation is requested within three (3) days after the date of the enrollment agreement, all money paid will be refunded.
3. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.
4. If cancellation is requested more than three (3) days after signing this agreement, but before the beginning of class instruction, the student is obligated to a \$150 registration fee.
5. The termination of a student who has begun classroom instruction will be considered to have occurred on the last date of attendance. For the purpose of computing refunds, the last date of attendance is defined as:
  1. (a) the date on the expulsion notice if a student is expelled from the institution
  1. (b) the date the institution receives a written notice (including exit interview form) of withdrawal from a student or
  - (c) when no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal.
6. If, after classes have commenced and before the expiration of 10% of the semester for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to

attend classes, the refund shall equal 75% of all amounts paid or to be paid by or on behalf of the student for the semester.

7. If after expiration of the 10% of the period of the semester for which the student was charged and before the expiration of 25% of the semester, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 25% of all amounts paid or to be paid by or on behalf of the student for the period.
8. If after expiration of 25% of the semester for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student will be obligated for 100% of the tuition, fees, and other charges assessed by the institution.
9. Any money due to the student will be refunded within forty- five (45) days after cancellation or termination.
10. If a student requires more than the minimum number of semesters to complete the program, the student shall be subject to the same obligation and refunds as enumerated in above paragraphs six, seven, and eight, for that portion of the following semester/semesters tuition.
11. Nossi College of Art & Design strictly adheres to the "Return of Title IV Funds Policies." A student incurs no obligation for any particular semester unless a class session is attended during that semester.
12. If a student's aid exceeds their direct cost, then the student will be issued an overage check within 14 days of the funds posting. A student incurs no obligation for any particular semester unless a class session is attended during that semester.

## **RETURN OF TITLE IV FUNDS**

The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV Funds withdraws from school. A statutory schedule is used to determine the amount of Title IV Funds a student has earned as of the last date of attendance. The amount of Title IV program assistance earned is based on the amount of time the student spends in academic attendance; it has no relationship to the student's incurred institutional charges. Because these requirements deal only with Title IV Funds, the order of return of unearned funds no longer includes funds from sources other than the Title IV programs. The return of funds will go to the loan program first (PLUS, Unsubsidized, and then Subsidized) then all other programs under Title IV Funds. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV Funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV Funds.

## **TUITION PAYMENT POLICY**

Nossi College of Art & Design does not have an application fee. At the time of orientation, the student should pay his/her/their registration fee. The student's graduation fee is due and charged at his/her/their last semester.

Tuition is due in full on the first day of each semester. All payments must be paid by the individual unless he/she/they has enough financial aid funds available for disbursement. Pending or "applied for" aid is not considered as approved and available. Any student may, however, pay on a monthly basis. Payments are due on or before the fifth day of each month. If payments are not paid in full by the end of the term the student will be suspended until the tuition is current. Students may contact the College's business department regarding overdue payments to request an exception to the suspension policy. Exceptions to this policy are at the discretion of the President.

Students who are terminated or drop out of college voluntarily are still responsible for the tuition owed according to the refund policy as stated in the Nossi catalog.

In the event Nossi College must resort to legal action to collect money due, the student is responsible for any collection, and attorney fees.

### **VETERAN PENDING PAYMENT COMPLIANCE**

In accordance with Title 38 US Code 3679€, Nossi College of Art & Design adopts the following provisions for any students using the U.S. Department of Veterans Affairs Post-9/11 G.I. Bill®\* (Ch33) or Vocational Rehabilitation & Employment (Ch31) benefits, while payments to the institution is pending from VA.

\*GI Bill® is a registered trademark of the Department of Veterans Affairs (VA). More Information about education benefits offered by the VA is available at the official U.S government website at <http://www.benefits.va.gov/gibill>

Nossi College of Art & Design will not prevent the student's enrollment, assess a late penalty fee, nor require the student to secure alternative or additional funding, or deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bill to the institution. However, to qualify for this provision, students using CH 31 or Ch 33 will be required to produce the VA certificate of Eligibility (COE) by the first day of class, give a written request to be certified and provide any additional information needed to properly certify the enrollment as described in the other institutional policies.

### **PERSONAL CHECK POLICY**

Receipts are given for each payment made. Payments may be made by personal checks. Returned checks will have a \$35 service fee charged. If a student has two (2) checks returned, no personal checks will be accepted in the future. The college does not cash personal checks or money orders.

### **CREDIT CARD POLICY**

A 3% convenience fee will be applied to all credit card transactions processed by the Business Office. For your convenience, ACH is available with no convenience fee.

Nossi College of Art & Design is approved to offer several programs through which students may apply for financial aid. These programs include Federal Pell Grant, DIRECT Student Loan Program, Federal Direct (Parents) Plus Loan, Tennessee Student Assistance Award (TSAA) Program, and United States Department of Veteran's Affairs.

In addition, Nossi College offers several art and photography scholarships. The college maintains a Financial Aid staff to assist qualifying students. Complete details about qualifications may be obtained through that office.

### **FEDERAL PELL GRANT**

A Federal Pell Grant is an award to help undergraduates pay for their education after high school. How much students get depends on their eligibility once their FAFSA is completed. For many students, Federal Pell Grants provide a "foundation" of financial aid to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back. To apply, visit [www.studentaid.gov](http://www.studentaid.gov).

### **FEDERAL FAMILY EDUCATION LOAN**

The Federal Direct Loan program helps students meet their education costs. For student borrowers, the Direct Loan Program are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. If a student qualifies for a subsidized loan, the federal government pays interest on the loan until the student begins repayment and during authorized periods of deferment thereafter. An

unsubsidized loan is not awarded on the basis of need. If a student qualifies for an unsubsidized loan, the student will be charged interest from the time the loan is disbursed until it is paid in full. The student can choose to pay the interest or allow it to accumulate. If the student allows the interest to accumulate, it will be capitalized. That is, the interest will be added to the principal amount of the loan and will increase the amount to be repaid. If the student pays the interest as it accumulates, the student will repay less in the long run.

### **FEDERAL PLUS LOANS**

Federal Direct PLUS loans are for parents who want to borrow to help pay for their children's education. This loan provides additional funds for education expenses. DIRECT PLUS loans enable parents with good credit histories to borrow for each child who is enrolled at least half-time and is a dependent student. For PLUS loans first disbursed on or after July 1, 1993, the annual loan limit is the child's cost of education minus any estimated financial aid received. The purpose of The Tennessee Student Assistance Award (TSAA) Program is to provide non-repayable financial assistance to needy undergraduate students who are residents of Tennessee and are enrolled or accepted for enrollment at a public or an eligible non-public postsecondary educational institution in Tennessee.

### **MAHTABAN SCHOLARSHIPS**

The Mahtaban Scholarship was established in memory of Ms. Nossi Vatandoost's mother, Ms. Mahtaban. Ms. Nossi is the founder of the college. The Mahtaban Scholarship is for students enrolling in Nossi College of Art & Design's bachelor's degree in Graphic Design or Illustration Technologies programs. Students must demonstrate an exceptional ability in artistic expression, creativity, and a promising future as a professional, commercial artist or designer. Portfolios will be required to earn this scholarship.

The amount of this scholarship is up to \$4,400 for the bachelor's degree. It is disbursed to the recipient after the mid-term exam each semester, at the rate of \$400 each semester for a maximum of 11 semesters for a bachelor's degree, as satisfactory academic progress is made through the program.

### **THE MAHTABAN ART SCHOLARSHIP FOR HIGH SCHOOL STUDENTS**

This scholarship is for high school students enrolling in Nossi College of Art & Design's Graphic Design or Illustration Technologies programs directly after high school graduation. Students must demonstrate an exceptional ability in art and a promising future as a commercial artist. This scholarship may be available for high school seniors within the United States or Internationally.

### **THE MAHTABAN ART SCHOLARSHIP FOR ADULTS OR TRANSFER STUDENTS**

This scholarship is for adult and transfer students enrolling in Nossi College of Art & Design's Graphic Design or Illustration Technologies programs. Students must demonstrate an exceptional ability in art and a promising future as a commercial artist. This scholarship may be available for adult and transfer students within the United States or Internationally.

To learn more about applying to this scholarship, please visit [nossi.edu/scholarships](https://nossi.edu/scholarships)

### **THE PRESIDENTIAL SCHOLARSHIP**

The Presidential Scholarship is for students enrolling in Nossi College of Art & Design's bachelor's degree in Photography or Videography & Filmmaking programs. Students must demonstrate an exceptional ability in photography or video and film and a promising future as a commercial digital photographer or videographer.

The amount of this scholarship is \$4,400 for a bachelor's degree. It is disbursed to the recipient after the mid-term exam each semester, at the rate of \$400 each semester for a maximum of 11 semesters for a bachelor's degree, as satisfactory academic progress is made through the program.

### **THE PRESIDENTIAL SCHOLARSHIP FOR HIGH SCHOOL STUDENTS**

This scholarship is for students enrolling in Nossi College of Art & Design's associate or bachelor's degrees in Photography or Videography & Filmmaking programs directly after high school graduation. Students must demonstrate an exceptional ability and a promising future as a commercial digital photographer or videographer. This scholarship may be available for high school students within the United States or Internationally.

### **THE PRESIDENTIAL SCHOLARSHIP FOR ADULTS OR TRANSFER STUDENTS**

This scholarship is for students enrolling in Nossi College of Art & Design's associate or bachelor's degrees in Photography or Videography & Filmmaking programs and has demonstrated an exceptional ability and a promising future as a commercial digital photographer or videographer. This scholarship may be available for adults and transfer students within the United States or Internationally.

To learn more about applying to this scholarship, please visit [nossi.edu/scholarships](https://nossi.edu/scholarships)

### **KEES TO NOSSI SCHOLARSHIP**

Nossi College of Art & Design believes no creative person should, for financial reasons, be left behind in the pursuit of a college degree. Therefore, any recipient of the Kentucky Educational Excellence Scholarship (KEES); who is a U.S. citizen or eligible non-citizen, graduating from an eligible high school must enroll in college no later than the subsequent Fall semester following graduation; may also participate in Nossi College of Art & Design's KEES to Nossi Scholarship Award. All recipients of the Kentucky Educational Excellence Scholarship (KEES) may also participate in the KEES to Nossi Scholarship as follows:

1. Be enrolled in a degree program at Nossi
2. Present your portfolio to the admissions team
3. Show proof of high school graduation
4. Request scholarship application during the financial aid process
5. Submission of scholarship application required

To learn more about applying to this scholarship, please visit [nossi.edu/scholarships](https://nossi.edu/scholarships)

### **ADULT EDUCATION SCHOLARSHIP**

The Adult Learner Educational Scholarship was established for adult students enrolling in Nossi College of Art & Design who have special financial needs and who have not previously enrolled in another college. This scholarship is designed to help adults who always wanted to pursue a college education, but was unable to directly after high school graduation. This is a need-based scholarship.

The amount of this scholarship varies and is limited to the maximum amount of \$1,200 per semester. Scholarship monies will be applied directly to each student's tuition. Each student granted this scholarship would be evaluated at the end of each Financial Aid Award year. At the end of the evaluation, the amount of the scholarship may (1) stay the same, (2) be increased, (3) be decreased, or (4) be discontinued (if the student no longer qualifies).

To learn more about applying to this scholarship, please visit [nossi.edu/scholarships](https://nossi.edu/scholarships).

## **THE ALUMNI SCHOLARSHIP**

The Alumni Scholarship is awarded to students who are talented and meet or exceed the admissions requirements. Nossi College offers an Alumni Scholarship up to the amount of \$2,400 for AOS degrees and \$4,400 for BGA degrees to any qualified Nossi graduate or the immediate family of Nossi graduates, including their children, parents, grandparents, or siblings.

## **ART CONTEST AWARD**

From time to time, Nossi College sponsors art contests through different media and agencies. The amount awarded to each contest winner is in the amount of \$2,400. This money can be used toward tuition fees at Nossi College.

## **NOSSI HOPE SCHOLARSHIP AWARD**

Nossi College of Art & Design believes no creative person should, for financial reasons, be left behind in the pursuit of a college degree. Recipients of the Tennessee Education Lottery Scholarship (TELS) also known as (a) Tennessee Hope Scholarship (b) Tennessee Hope Scholarship need-based supplemental award (c) General Assembly Merit Scholarship or (d) Tennessee Hope Access Grant, may participate in the Nossi Hope Scholarship. Therefore, all Tennessee residents who are a U.S. citizen or eligible non-citizen, graduating from an eligible high school must enroll in college within one (1) year after graduation. The scholarship will be disbursed at the rate of \$633 each semester for a maximum of 11 semesters. It will be applied directly to each student's tuition. The Nossi Hope scholarship cannot be combined with The Nossi Promise scholarship.

The student will receive notification of the Hope Scholarship upon acceptance. Subsequent awarding of the scholarship will be based on the TELS regulation as prepared and published by the Tennessee Student Assistance Corporation and the Nossi College Hope Scholarship Rules and Regulations policy. Upon graduation from high school, if a student initially went to a different college and qualified for the TELS Scholarship at that institution, but has now decided to transfer to Nossi College, the Nossi Hope Scholarship will not apply.

If a student attends another college, using the TELS Scholarship, and graduates with an associate degree, that student may apply for admission to one of the bachelor degree programs at Nossi College. If accepted, that student may use the Nossi Hope Scholarship.

To learn more about applying to this scholarship, please visit [nossi.edu/scholarships](https://nossi.edu/scholarships).

## **CONTINUING EDUCATION SCHOLARSHIP**

This scholarship was established for students enrolling in Nossi College who have special financial needs and who have been previously enrolled in another college. It is a needs-based scholarship for students who have attended another institution of higher learning but want to continue their education at Nossi College. Please contact the Nossi Admissions Office for details about applying for this scholarship.

## **THE JOSEPHINE MANDRIOTA SCHOLARSHIP**

This scholarship was established in the memory of Chef Anthony Madriota's grandmother and is a tribute to her legacy that inspired Chef Anthony to pursue his passion in the culinary arts. Specifically for transfer or adult students demonstrating exceptional ability in culinary skill, creativity, and a promising future as a professional culinarian. This scholarship may be available for adult students within the United States or Internationally.

The amount of this scholarship is up to \$2,400 for an associate degree. It is disbursed to the recipient after the mid-term exam each semester, at the rate of \$400 each semester for a maximum of 6 semesters for an associate degree, as satisfactory academic progress is made through the program.

### **PRO-START CULINARY SCHOLARSHIP**

The Nossi ProStart Scholarship is awarded to high school students who have completed the National Restaurant Association Educational Foundation (NRAEF) requirements within the ProStart curriculum. Nossi College of Art & Design offers three scholarships of completion – Level 1, Level 2 or Certificate of Achievement (COA).

Scholarships are not stackable. This is a one-time scholarship opportunity and will be disbursed at the beginning of the recipients first semester.

To learn more about applying to this scholarship, please visit [nossi.edu/scholarships](https://nossi.edu/scholarships)

### **OTHER SCHOLARSHIPS**

Nossi College is eligible to receive students who have been awarded other scholarships. High school students and returning students are encouraged to apply for local (Kiwanis Club, Rotary Club, industrial, business, and others), state, and national scholarships. Winners of such scholarships are entitled and encouraged to use them at Nossi College.

## FACULTY AND STAFF

The faculty and staff of Nossi College have over 1,000 hours of experience. They are carefully selected on the basis of practical experience, teaching ability, and educational background. Our instructors are all authorized by the Tennessee Higher Education Commission and are working professionals in their respective fields.

To see a complete list of our faculty and staff, please visit [nossi.edu/about/faculty](https://nossi.edu/about/faculty)

### NOSSI COLLEGE OF ART & DESIGN FACULTY AND STAFF INCLUDE:

- Recipients of professional ADDY Awards
- Numerous solo exhibitions in both Art and Photography
- A Tennessee Association of Student Financial Aid Administrators member
- An artist who designed a commemorative plaque honoring the USS Gearing and her crew on permanent display in the U.S Navy Memorial Heritage Center
- A feature film producer, writer, director and editor
- A Finalist for the Photography Pulitzer Prize
- A best-selling author
- A recipient of a Kirkus Starred Review
- An award-winning sculptor
- A Licensed Professional Counselor with Mental Health Designation
- Members of the Alpha Beta Kappa National Honor Society
- A press photographer who shot the 2000 Sydney Olympics
- Recipients of numerous Best of Show awards in both Art and Photography
- Numerous book illustrators
- A William Morris Agency represented screenwriter
- Designers of numerous CD and album covers
- Photographers for numerous book projects
- A former member of the Tennessee Arts Commission
- Photographers and Illustrators published in numerous national magazines
- A scientist who cataloged and published 80 reptile and amphibian records in a scientific journal
- A photographer winning a national second place award with National Headliner
- A Veterans Affairs School Certifying Official
- A civic club President
- Authors of both literary and photographic books
- A Nashville Scene Cream Premiered Music Video Director
- A Finalist at the Bologna, Italy Children's Book Fair
- A Photographer who has won several national and regional Managing Editor Association Awards
- A Presenter at the Tennessee Academy of Science
- A Tennessee Association of Independent Colleges and Schools 2018 Teacher of the Year Award winner
- Photographers who have photographed U.S. Presidents and national celebrities
- Scholars published in academic journals
- Recipient of the CMA Close Up Award of Merit in Photography
- A Fulbright Scholar Liaison
- A Second Place winner in the Society of Children's Book Writers and Illustrators Gallery at the 2014 International Bologna, Italy Children's Book Fair

- Winner of a Communications Arts Illustration Award
- A Designer of a poster that was created for the Nashville Shakespeare Festival's production of Hamlet was featured in the book, Presenting Shakespeare: 1,100 Posters from Around the World
- Photographer who has shot NFL, NHL and SEC sports
- A former Chamber of Commerce Committee Chairman
- A Photographer who won a UPI News Photo Award
- A member of the American Association of University Women
- A major actor in the 2016 feature film Lion Suit Dreamscape
- A member of the University and College Designers Association
- An award winner in Sports Photography
- Creative Director of The Magic Boat children's web series
- An Illustrator who was published for five consecutive years in the Graphic Artists Guild, Directory of Illustration
- A performer at the Chicago International Puppet Festival
- A digital Artist and Photographer at the St. Stephen Artisan Fair
- A performer in The Houdini Box and an off-Broadway run of The Addams Family
- An Artist Residency at the Detroit Institute of Arts and at Loyola University of Art
- A Chairman of the Board for The USS Gearing Association
- A Nashville Film Television Transmedia Council Member

## PROGRAM DEPARTMENT DIRECTORS AND CHAIRS

### **Mark Fleming**

*Illustration Technologies Degree Program Director*

Mark Fleming was honored as the “Best Portfolio” graduate in 1989 in Fort Lauderdale. In 1991, he joined the second largest company in Tennessee, Nashville’s J.C. Bradford & Co. As the Creative Director, Mark was responsible for the design and development of the company’s advertising and marketing efforts. He was promoted to Manager of Marketing Services, overseeing relationships with advertising agencies, printing companies, and vendors to support 86 offices, 1,300 brokers, and 300,000 clients.

After a successful nine-year run, Mark left to start Creative Avenue in 1999, growing the customer base from a handful of clients to more than 300. Mark meets the challenges of a changing industry by staying current in graphic design, being the Illustration Program Director and instructor at Nossi College of Art & Design.

His role as the Illustration Program Director and instructor at Nossi College is helping influence the next generation of commercial artists, designers, and illustrators. He teaches a variety of classes from painting mediums, anatomy & figure drawing to more advanced classes involving Adobe Creative Suites and Blender. Mark’s role as an illustrator is vast, as he has created digital animations for companies, stand-alone spot illustrations for books, publications, and brochure materials. His fine artworks have been in galleries and private showings. He is continually training with new creative concepts and trying new media, to stay current in the industry. Mark continues the dream of living and being a creative individual, an artist.

### **Mark Mabry, MFA, Ed.D.**

*Graphic Design Degree Program Chair*

Dr. Mabry currently serves as the Graphic Design Department Chair. Mark earned his Doctorate in Education (Ed.D) from Argosy University, his Master of Fine Arts (MFA) in Graphic Design from Savannah College of Art & Design, and his Bachelor of Fine Arts (BFA) in Design Communications from Belmont University. As an academic, he is a published author with over ten years of experience as a post-secondary educator of graphic and web design. Prior to joining the Nossi team, he spent five years serving as the Design Coordinator for the Art Institute of Tennessee-Nashville, and Adjunct Professor of Art for Belmont University. He has frequently served as a portfolio evaluator, a guest speaker, and has written curriculum for several college courses and numerous workshops.

Beyond being an educator, Mark is an award-winning designer with 20 years of design experience, ten of which were spent as Art Director for two separate organizations. Currently, he is the owner of Mabry Creative, a graphic and web design firm providing a broad range of design services that prioritize user experience and explore the boundaries of emerging media. Mark has an impressive clientele list and is a member of the American Advertising Federation (AAF) Nashville.

### **Tom Stanford**

*Photography Degree Program Director*

“Photography is a great tool for a student to interpret and capture their world. It’s an individual exercise where a creative decides where to go, what to shoot and when to press the shutter.”

Tom Stanford is passionate about photography and enjoys helping others improve their skills through teaching, mentoring & coaching. Our instructors are professional photographers and they’ll teach the techniques, but will take a lifetime to master the craft.

## Background:

- A bachelor's degree in Photography from Texas A&M/Commerce. Worked for newspapers in TX, LA and TN.
- Photography Director at The Tennessean from 1996-2014. Experience in digital photography, videography and creating multimedia. Coordinated visual coverage for the historic 2010 flood in Nashville, the paper was a finalist for the Pulitzer Prize.
- Experience covering the NFL, NHL, SEC, music festivals and the 2000 Sydney Olympics.
- Involved in several book projects including Nashville: Hills of Harmony, Flood 2010: Chronicled By The Tennessean, Tennessee Titans: Celebrating the First, and he photographed Historic Presbyterian Churches of Tennessee."

## **Russell Ransom, MBA**

### *Culinary Degree Program Chair*

Russell Ransom is a seasoned Culinary Arts Instructor with a diverse background in the culinary industry. From early experiences in his grandma's kitchen to influential roles in top establishments, Russell's culinary journey is both inspiring and flavorful.

A graduate of The Art Institute of Washington, DC, Russell has worked in various capacities, including catering, private chef services, and as an Executive Sous Chef at The Daily Dish. With a relocation to Nashville, he contributed to the opening of Omni Resort Hotel and served as the Executive Chef at The Mount Pleasant Grille.

Russell's expertise spans catering, restaurants, hotels, and food manufacturing. As a former instructor at the Art Institute of Nashville and Nashville State Community College, he now brings his knowledge to Nossi College of Art and Design.

Armed with an MBA from Strayer University, Russell is excited to share his passion and culinary skills. Join him at Nossi for a gastronomic adventure filled with great food and culinary tricks. Explore the world of culinary arts with Russell Ransom!

To see an up-to-date list of our faculty and staff, please visit [nossi.edu/about/faculty](https://nossi.edu/about/faculty).

## ADMINISTRATORS AND STAFF BIOS

### **Nossi Vatandoost**

*Founder and Chairwoman*

Nossi Vatandoost is the founder of Nossi College of Art & Design. The first class of fine art was organized in Madison, Tenn. in 1973, and was called Nossi School of Art. The school accepted students of all ages and taught classes in drawing and painting on all levels. Nossi is an accomplished artist, listed in Who's Who of American Women and Who's Who of America. She is a charter member of the National Women's History Museum, as well as the National Museum of Women in the Arts. In addition to her art training in the Middle East and Europe, she holds a college degree in art education from Western Kentucky University. She taught art in the Metropolitan Nashville Public Schools system before opening her own art college.

### **Cyrus Vatandoost**

*President and CEO*

Cyrus Vatandoost is the President/CEO at Nossi College of Art & Design. With a bachelor's in corporate finance and a minor in economics, Cyrus has worked at Nossi College of Art & Design since 1993, and currently manages the operations of the College on a daily basis. As the son of the founder, Nossi Vatandoost, Cyrus's passion for the college runs deep. He is often overheard stating that an important aspect of his job is to protect the integrity of the College and his mother's name associated with it. Cyrus is the current President of the TPBSA, the Tennessee Professional and Business School Association, and sits on the board of TSAC, the Tennessee Student Assistance Corporation, a State governing board.

### **Joseph Lucero, MA, MBA, Ed.D**

*Vice President for Academic Affairs*

Dr. Joseph Lucero (Dr. Joe) is the Vice President for Academic Affairs with Nossi College of Art & Design. He brings a wealth of academic experience to Nossi including over 15 years of academic leadership experience with both on-ground and online colleges and universities.

Academically, Dr. Joe holds a Master's in Clinical Psychology from Roosevelt University, a Master's in Business Administration from Keller Graduate School of Management, and a Doctorate in Education with a focus on Organizational Leadership from Argosy University. Dr. Joe is originally from Chicago, IL, and is a big sports fan. He enjoys being active and is a former amateur boxer and boxing coach.

### **Kirk Denney**

*Vice President of Talent Development and Strategic Engagement*

Kirk Denney is an award-winning educator, administrator and artist with vast experience in post-secondary education. He received his Master of Fine Arts degree in Visual Arts from the University of Florida, with a major emphasis in painting and a minor emphasis in drawing. He also received his first teaching position there and taught a variety of studio classes.

He is the former Director of Education at the International Academy of Design and Technology in Nashville. Prior to being named Director of Education, Kirk served as Department Chair of Design, overseeing all design programs. As an instructor, he taught multiple Graphic Design classes, as well as Art History, Senior Portfolio and Entrepreneurship.

Having served on numerous curriculum development committees across multiple campuses, he has a record of creating a learning environment that fosters student engagement while identifying and addressing barriers to student success. Due to these efforts, in 2011 Kirk was awarded "National Educator of the Year" by Career Education Corporation in Chicago, for advances in community

partnership, serving as a positive representative of the school and helping to create opportunities for students in the broader community. He was chosen from more than 1600 nominees. Kirk has also served on the Board of Directors for nonprofit organizations as well as volunteering for many community service groups here in Nashville.

As a practicing fine artist of more than 25 years, he has owned two art galleries and currently has professional sales agents representing his large-scale commissioned artwork in New York, South Florida and the Washington DC areas. His art is included in many corporate collections, public spaces and private residences around the world.

### **Mindy Gilbert**

*Director of Academic Operations/Registrar*

Registrar Mindy Gilbert has a master's in agency counseling and a bachelor's in sociology; both earned in Tennessee. Mindy came to Nossi College with ten years of nonprofit experience, most of which dealt with providing in-home counseling services for at-risk youth and families in crisis. She has been with Nossi College since October 2009 and enjoys helping students advance their academic careers and reach their goals. She completed the Young Leaders Program and served on the board of the Tennessee Coalition Against Domestic & Sexual Violence.

### **Matt Rosenboom**

*Director Financial Aid*

Matt Rosenboom began his role as Director of Financial Aid at Nossi College of Art & Design in January 2025, bringing with him 23 years of experience in student financial aid. He is actively involved in professional organizations, including the Tennessee Association of Student Financial Aid Administrators (TASFAA), the Southern Association of Student Financial Aid Administrators (SASFAA), and the Tennessee Educational Association of Veteran Program Administrators (TEAVPA). Matt is passionate about helping students navigate the financial aid process and understands the importance of providing guidance to ensure they can successfully fund their higher education.

In addition to his extensive professional experience, Matt holds multiple academic degrees. He earned a Bachelor's degree in Counseling and a Bachelor's degree in Business Administration from Middle Tennessee State University. He also holds a Master's degree in Business Administration and a Master's degree in Accounting from the University of Phoenix. Matt is currently completing his Doctorate in Business Administration at Columbia Southern University, with plans to graduate in Spring 2025. His commitment to both education and professional growth reflects his dedication to helping students succeed in their academic journeys.

### **Mitzi Hatfield**

*Admissions Director*

Mitzi Hatfield came to Nossi with a 15-year background in college admissions. She has a strong desire to assist both local and international students with their educational goals and strives to make a difference in students' lives. She believes it is rewarding to see a student become successful in a field that allows them to be creative.

### **Michelle Donovan**

*Admissions Representative*

Michelle Donovan moved to Nashville from Indiana in 2015 and graduated with her degree in Photography from Nossi College of Art & Design the following year. She currently runs her own freelancing photography business called D91Photography, where she specializes in custom composite work, sports photography, and promotion of Nashville musicians. She has worked for the Country Music

Association, the Inspirational Country Music Awards, Notably Nashville, and Professional Bull Riders. Michelle is currently a team member for Nossi's admissions because she enjoys helping students who are actively working on realizing their dreams of becoming a professional artist.

### **Kimberly Cilluffo**

#### *Admissions Representative*

Originally from a small town in Michigan, Kim Cilluffo moved to Tennessee in 2009 to pursue her career path within the military and fulfill her dreams. She is a 2016 Nossi College of Art & Design graduate with an associate degree in Photography and the owner of 4C's Productions located in Gallatin, Tenn. Outside of Nossi College, she is a freelance photographer for multiple national magazines and music festivals around the country. When she's not on the road, you can find her photographing concerts and events around Nashville for venues like Bridgestone Arena, War Memorial Auditorium, and The Ryman.

### **Lisa Cronin**

#### *Director of Marketing*

Lisa is a "military brat" who came to the area while attending college for a degree in marketing. After graduating from Austin Peay State University with a Bachelor's in Business Administration. A few years after graduation, Lisa migrated to Nashville while starting her career in marketing. For the past twenty years, Lisa has been at the forefront of the digital change in marketing, honing her skills in the ever-changing landscape.

### **Sarah Oricco**

#### *Social Media Coordinator*

Sarah earned her bachelor's degree in English from SUNY Buffalo State College in her hometown of Buffalo, NY. After spending 5 years in Chicago, Sarah moved to Nashville, converting her extensive retail experience into a digital marketing background in the retail industry. Sarah joined Nossi in 2023, adapting her digital marketing skills into the ever-growing social media landscape for Nossi.

### **Jill Napier**

#### *Director of Business Affairs*

Jill Napier earned her Bachelor of Science degree in Recording Industry Management with a Minor in Marketing. A native of Oklahoma, Jill has worked in the music business for two decades on Nashville's famed Music Row primarily running music publishing companies. She worked alongside artists including Keith Urban, Taylor Swift, Chad Kroeger (Nickelback), Blake Shelton, Angaleena Presley (Pistol Annies), and Tim Finn along with many hit songwriters including Craig Wiseman, Harley Allen, Rodney Clawson, Nicky Chinn to name a few.

After considerable consolidation in the music business, Jill decided to set her sights on the legal industry. She served clients as a Paralegal in various industries including estate planning, asset protection, medical malpractice, and real estate.

Napier is a 2011 graduate of Leadership Music where the Nashville-based national program is designed to educate participants in various segments of the music industry, as well as encourage dialogue and understanding among industry leaders and explore the challenges facing the music business industry. She also was recognized by her peers in 2014 by being one of the inaugural honorees of the Nashville Business Journal's Women in Music City Awards. These awards are to honor women who are helping shape Nashville's \$9.8 billion music industry.

She describes herself as having a servant's heart and wants to assist anyone in need to reach their full potential. She is an avid college football fan (Boomer Sooner!), tennis player, and loves the beach at Florida's 30A. She has a furbaby at home, Destiny, that is a greyhound/lab mix.

### **Lilly Daffron**

*Front Desk Administrator*

Lilly is a lifelong Tennessee resident, and she moved to the Nashville area after graduating with her Bachelor of Arts degree from Maryville College in 2023. Her previous work experiences include automotive labor, bookstore management, and sentence analysis for the Department of Corrections. Daffron is currently enrolled in graduate school at the University of Tennessee at Knoxville, pursuing a Master of Science in Information Sciences. Lilly has a love for the arts, which is reflected by her many hobbies, including cross-stitching and crocheting.

She can be found on any given day reading with her partner Sam, playing with their cat Lightning, or listening to 90s alternative rock.

### **Yvette Jackson**

*Front Desk Administrator*

Yvette Jackson is a Michigan native who moved to Nashville, TN, in 2014 and now considers herself a Nashvillian after ten years. She holds a Bachelor's in Religious Education from Lighthouse Christian College from BeBe Arkansas & an Associate of Science and Arts from Muskegon Community College. She worked in the area of administration for 15 years in Muskegon Public Schools and loves working to assist students & staff at Nossi College. She made history at her high school 'Orchard View Muskegon, MI' and is in the "Hall of Fame" for becoming the very first female to make All-State in Women's Basketball. Yvette loves roller skating and hanging out with her children & two grandkids.

### **Reid Horn**

*Mental Health Professional*

Reid is a licensed therapist with over ten years of experience in the mental health industry and is a part-time mental health professional at Nossi College of Art & Design with office hours on campus. He earned a master's degree from Evangel University in Springfield, Missouri. He has experience working with both men and women suffering from depression, anxiety, trauma, and addiction. He specializes in relationship counseling, utilizing the therapy approach of Emotionally Focused Therapy (EFT) and trauma therapy utilizing the approach Eye Movement Desensitization and Reprocessing (EMDR). It was during his time in Springfield that he fostered his love for good coffee and road trips. He currently has a goal of visiting all 50 states and taking a selfie at the "Welcome to" state sign. He has proudly reached 31 selfies thus far!

To see an up-to-date list of our faculty and staff, please visit [nossi.edu/about/faculty](https://nossi.edu/about/faculty).

## COLLEGE SCHEDULE

The college is in session five days per week, Monday through Thursday, with the exception of college holidays.

- **Morning classes meet**
  - Monday through Thursday, from 8 a.m. to 12 p.m.
  - *Culinary Classes 7:30 a.m. to 12:30 p.m.*
- **Afternoon classes meet**
  - Monday through Thursday, from 1 p.m. to 5 p.m.
  - *Culinary Classes 1p.m. to 6 p.m.*
- **Evening classes meet**
  - Monday through Thursday, from 6 p.m. to 10 p.m.
  - *Culinary Classes 6:30 p.m. to 11:30 p.m*

*Mentoring and tutoring options plus open studio and lab days are available on Fridays.*

## OFFICE HOURS

- Monday through Thursday from 8 a.m. to 5 p.m.
- Friday 8 a.m. to 4 p.m.

Classes are assigned at the complete discretion of the college and are based on class availability. Scheduling is done with the student's work schedule and classroom space in mind. All courses may not be offered every semester for each class time.

Nossi College reserves the right to close a class when circumstances require it. In such a case, the students affected will be offered the opportunity to change classes or wait until the following semester to take the course.

## COLLEGE HOLIDAYS

- |                          |                    |                 |
|--------------------------|--------------------|-----------------|
| • New Year's Day         | • Independence Day | • Black Friday  |
| • Martin Luther King Day | • Labor Day        | • Christmas Eve |
| • Good Friday            | • Veterans Day     | • Christmas     |
| • Memorial Day           | • Thanksgiving Day |                 |

## ONLINE CLASSROOM BREAKS (Moodle Week)

Each semester, Nossi College of Art & Design offers one week of online-only classes, allowing students to travel during the semester without incurring added absences when typical family travel is occurring.

Moodle week online assessment includes:

- Student participation through the completion and on-time submission of weekly assignments
- For details, students are encouraged to review their class syllabus.

These weeks vary depending on when the holiday dates fall.

- *Spring Semester Moodle Week* – Mid-March each year.
- *Summer Semester Moodle Week* – In July, during the week of July 4<sup>th</sup>.
- *Fall Semester Moodle Week* – In November, during the week of Thanksgiving.

### *INCLEMENT WEATHER*

If the college administration determines that the weather or other conditions necessitate the closing of the college, an attempt shall be made to announce the information on local television. Students will be notified through several avenues, including the Nossi.edu website, Nossi's social channels and the Nossi texting system. It is important that a student notify Nossi Staff if their mobile number changes and if they want to continue receiving urgent news and weather-related texts.

# ACADEMIC CALENDAR

FALL 2025		
9/1/25	Monday	Labor Day Holiday
9/4/25	Thursday	Orientation
9/8/25	Monday	First Day of Classes
11/11/25	Tuesday	Veterans Day Holiday
11/24-27/25	Mon/Thur	Moodle Week
11/27-28/25	Thur/Friday	Thanksgiving Holiday
12/11/25	Thursday	Senior Exhibition & Awards
12/18/25	Thursday	Last Day of Classes

SPRING 2026		
1/8/26	Thursday	Orientation
1/12/26	Monday	First Day of Classes
1/19/26	Monday	MLK Holiday Observed
TBD	Mon/Thur	Moodle Week
4/3/26	Friday	Good Friday Holiday
4/16/26	Thursday	Senior Exhibition & Awards
4/23/26	Thursday	Last Day of Classes

SUMMER 2026		
5/7/26	Thursday	Orientation
5/11/26	Monday	First Day of Classes
5/25/26	Monday	Memorial Day Holiday
6/29-7/2/26	Mon/Thur	Moodle Week
7/3/26	Friday	July 4th Holiday Observed
8/13/26	Thursday	Senior Exhibition & Awards
8/20/26	Thursday	Last Day of Classes

FALL 2026		
9/3/26	Thursday	Orientation
9/7/26	Monday	Labor Day Holiday
9/8/26	Tuesday	First Day of Classes
11/11/26	Wednesday	Veterans Day Holiday
11/23-26/26	Mon/Thur	Moodle Week
11/26-27/26	Thur/Friday	Thanksgiving Holiday
12/10/26	Thursday	Senior Exhibition & Awards
12/17/26	Thursday	Last Day of Classes

SPRING 2027		
1/7/27	Thursday	Orientation
1/11/27	Monday	First Day of Classes
1/18/27	Monday	MLK Holiday Observed
TBD	Mon/Thur	Moodle Week
3/26/27	Friday	Good Friday Holiday
4/15/27	Thursday	Senior Exhibition & Awards
4/22/27	Thursday	Last Day of Classes

SUMMER 2027		
5/6/27	Thursday	Orientation
5/10/27	Monday	First Day of Classes
5/31/27	Monday	Memorial Day Holiday
7/5-8/27	Mon/Thur	Moodle Week
7/5/27	Monday	July 4th Holiday Observed
8/12/27	Thursday	Senior Exhibition & Awards
8/19/27	Thursday	Last Day of Classes

FALL 2027		
9/2/27	Thursday	Orientation
9/6/27	Monday	Labor Day Holiday
9/7/27	Tuesday	First Day of Classes
11/11/27	Thursday	Veterans Day Holiday
11/22-25/27	Mon/Thur	Moodle Week
11/25-26/27	Thur/Friday	Thanksgiving Holiday
12/9/27	Thursday	Senior Exhibition & Awards
12/16/27	Thursday	Last Day of Classes

SPRING 2028		
1/6/28	Thursday	Orientation
1/10/28	Monday	First Day of Classes
1/17/28	Monday	MLK Holiday Observed
TBD	Mon/Thur	Moodle Week
4/13/28	Thursday	Senior Exhibition & Awards
4/14/28	Friday	Good Friday Holiday
4/20/28	Thursday	Last Day of Classes

SUMMER 2028		
5/4/28	Thursday	Orientation
5/7/28	Monday	First Day of Classes
5/29/28	Monday	Memorial Day Holiday
7/2-7/6/28	Mon/Thur	Moodle Week
7/4/28	Tuesday	July 4th Holiday
8/10/28	Thursday	Senior Exhibition & Awards
8/17/28	Thursday	Last Day of Classes

FALL 2028		
8/31/28	Thursday	Orientation
9/4/28	Monday	Labor Day Holiday
9/5/28	Tuesday	First Day of Classes
11/10/28	Friday	Veterans Day Holiday
11/19-23/28	Mon/Thur	Moodle Week
11/23-24/28	Thur/Friday	Thanksgiving Holiday
12/7/28	Thursday	Senior Exhibition & Awards
12/14/28	Thursday	Last Day of Classes

SPRING 2029		
1/4/29	Thursday	Orientation
1/8/29	Monday	First Day of Classes
1/15/29	Monday	MLK Holiday Observed
TBD	Mon/Thur	Moodle Week
3/30/29	Friday	Good Friday Holiday
4/19/29	Thursday	Senior Exhibition & Awards
4/26/29	Thursday	Last Day of Classes

SUMMER 2029		
5/10/29	Thursday	Orientation
5/14/29	Monday	First Day of Classes
5/28/29	Monday	Memorial Day Holiday
7/2-7/5/29	Mon/Thur	Moodle Week
7/4/29	Wednesday	July 4th Holiday
8/16/29	Thursday	Senior Exhibition & Awards
8/23/29	Thursday	Last Day of Classes

FALL 2029		
9/6/29	Thursday	Orientation
9/3/29	Monday	Labor Day Holiday
9/10/29	Tuesday	First Day of Classes
11/9/29	Friday	Veterans Day Holiday
11/19-24/29	Mon/Thur	Moodle Week
11/22-23/29	Thur/Friday	Thanksgiving Holiday
12/13/29	Thursday	Senior Exhibition & Awards
12/20/29	Thursday	Last Day of Classes

SPRING 2030		
1/3/30	Thursday	Orientation
1/7/30	Monday	First Day of Classes
1/21/30	Monday	MLK Holiday Observed
TBD	Mon/Thur	Moodle Week
4/11/30	Thursday	Senior Exhibition & Awards
4/18/30	Thursday	Last Day of Classes
4/19/30	Friday	Good Friday Holiday

SUMMER 2030		
5/2/30	Thursday	Orientation
5/6/30	Monday	First Day of Classes
5/27/30	Monday	Memorial Day Holiday
7/1-7/4/30	Mon/Thur	Moodle Week
7/4/30	Wednesday	July 4th Holiday
8/8/30	Thursday	Senior Exhibition & Awards
8/15/30	Thursday	Last Day of Classes

FALL 2030		
8/29/30	Thursday	Orientation
9/2/30	Monday	Labor Day Holiday
9/3/30	Tuesday	First Day of Classes
11/11/30	Monday	Veterans Day Holiday
11/25-28/30	Mon/Thur	Moodle Week
11/28-29/30	Thur/Friday	Thanksgiving Holiday
12/5/30	Thursday	Senior Exhibition & Awards
12/12/30	Thursday	Last Day of Classes

SPRING 2031		
1/2/31	Thursday	Orientation
1/6/31	Monday	First Day of Classes
1/20/31	Monday	MLK Holiday Observed
TBD	Mon/Thur	Moodle Week
4/10/31	Thursday	Senior Exhibition & Awards
4/11/31	Friday	Good Friday Holiday
4/17/31	Thursday	Last Day of Classes

SUMMER 2031		
5/1/31	Thursday	Orientation
5/5/31	Monday	First Day of Classes
5/26/31	Monday	Memorial Day Holiday
6/30-7/3/31	Mon/Thur	Moodle Week
7/4/30	Friday	July 4th Holiday
8/7/31	Thursday	Senior Exhibition & Awards
8/14/31	Thursday	Last Day of Classes

FALL 2031		
8/28/31	Thursday	Orientation
9/1/31	Monday	Labor Day Holiday
9/2/31	Tuesday	First Day of Classes
11/11/31	Tuesday	Veterans Day Holiday
11/24-27/31	Mon/Thur	Moodle Week
11/27-28/31	Thur/Friday	Thanksgiving Holiday
12/4/31	Thursday	Senior Exhibition & Awards
12/11/31	Thursday	Last Day of Classes

## CATALOG CERTIFICATION

Nossi College of Art & Design is committed to the principle of equal opportunity. It is the policy of the college not to discriminate, be excluded from participation in, or deny benefits on the basis of race, sex, color, national origin, religion, or handicap with regard to its students, employees, applicants for admission, or employment. Federal law also prohibits this discrimination. Any complaint alleging failure of this institution to follow this policy should be brought to the attention of the President.

This catalog is current as of the time of printing. Nossi College reserves the right to make changes in course content, equipment, materials, organization, policy, and curriculum as circumstances dictate, subsequent to publication. The college expects its students to have knowledge of the information presented in this catalog and in other college publications.

Nossi College of Art & Design is in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination of the Basis of Sex), The Equal Opportunity Act (Discrimination in Lending), and the Age Discrimination Act. The facility provides special parking and a ramp for physically challenged individuals.

I certify that this catalog is true and correct in content and policy and states progress requirements for graduation.



Cyrus Vatandoost  
President & CEO  
Nossi College of Art & Design

Students who wish to review the license, accreditation or approvals of the institution may contact the President via email – [cyrus@nossi.edu](mailto:cyrus@nossi.edu).

# STUDENT LIFE



