

**International Academy of Design & Technology – Online  
5104 Eisenhower Boulevard, Tampa, FL 33634**

**[www.iadt.edu](http://www.iadt.edu)**

**Institutional Catalog  
2012**

**Addendum Publication Dates**

**January 3, 2012**

**January 18, 2012 – Volume 1**

**April 2, 2012 – Volume 2**

**April 9, 2012 – Volume 3**

- 1. Tuition and Fees**
- 2. Academic Calendar**
- 3. Faculty**
- 4. Administration**
- 5. Hardware and Software Requirements**
- 6. Revisions**

**Tuition Cost by Program**

Program	Full Program Tuition	Total Program Credits
Associate Degree Programs	\$36,800	92
Bachelor's Degree Programs	\$72,000	180

The tuition noted above is the cost for the full program of study, inclusive of required textbooks and supplies included in the supply kit. The actual cost per credit will vary depending on the number of credits taken during each term as outlined below and in the tuition and fees addendum listed in the catalog. Thus, if you take fewer credits per term, your tuition cost will be higher than indicated in the chart above. This amount may vary depending on the number of terms in which the student is enrolled. The Application Fee is a one-time fee paid at the time of application. IADT waives all associated fees (software and textbooks) for all students who are Active Duty/Reservist U.S. Military Service Members. The estimated costs for textbooks included in the tuition costs listed above are for the entire program and may vary depending on the number of terms in which the student is enrolled. The tuition and fees does not include other program costs, including, but not limited to, supplemental books, additional project supplies, and laboratory fees, and other costs associated with the selected program of study. The cost per credit is as follows:

Tuition Rates including Books:

Credits	Tuition / Credit
1-4	\$500
5-8	\$500
9-12	\$400
13-16	\$350
17-20	\$300

Effective for all students who begin classes at the International Academy of Design & Technology - Online on or after May 7, 2012.  
All prices subject to change without notice.

**Fee Schedule**

Application Fee (non-refundable)	\$50
Audit Class (current student)	\$50 per Credit Hour
Proficiency Credit Evaluation PASS, credit awarded	\$250
Proficiency Credit Evaluation Fee	\$50
Repeat Class	Current Tuition per Credit Hour
Transcript Electronic or paper requested electronically through Docufide Ordered through the campus Overnight/US Mail Delivery  (Additional information on the electronic transcript service can be found on the Virtual Campus)	\$5 \$10 \$30

Software for students who switch computer platforms (PC/Mac): \*

Associate student \$250

Bachelor's student \$500

\* This software charge will be incurred by students who decide to switch computer platforms during their program (e.g. PC to Mac or Mac to PC)

Effective for all students who begin classes at the International Academy of Design & Technology - Online on or after May 7, 2012.

All prices subject to change without notice.

**TERM 1 2012**

February 13 ..... Classes Begin  
 April 21 ..... Last Day of Classes –Term 1 Ends  
 April 22 – May 6..... End of Term Break

**TERM 1 2012 - Session I**

February 13..... Classes Begin  
 February 16..... Last Day of Add  
 February 19..... Last Day of Drop  
 March 17..... Session I Ends

**TERM 1 2012 -Session II**

March 19..... Session II Begins  
 March 22..... Last Day of Add  
 March 25..... Last Day of Drop  
 April 21 ..... Session II Ends

**TERM 2 2012**

May 7..... Classes Begin  
 May 28..... Holiday – Memorial Day  
 July 4..... Holiday – Independence Day  
 July 14..... Last Day of Classes –Term 2 Ends  
 July 15-July 29..... End of Term Break

**TERM 2 2012 - Session I**

May 7..... Classes Begin  
 May 10..... Last Day of Add  
 May 13..... Last Day of Drop  
 June 9..... Session I Ends

**TERM 2 2012 -Session II**

June 11..... Session II Begins  
 June 14..... Last Day of Add  
 June 17..... Last Day of Drop  
 July 14 ..... Session II Ends

**TERM 3 2012**

July 30 ..... Classes Begin  
 September 3 ..... Holiday – Labor Day  
 October 6 ..... Last Day of Classes –Term 3 Ends  
 October 7 - 14 ..... End of Term Break

**TERM 3 2012 - Session I**

July 30 ..... Classes Begin  
 August 2 ..... Last Day of Add  
 August 5 ..... Last Day of Drop  
 September 1..... Session I Ends

**TERM 3 2012 -Session II**

September 3..... Session II Begins  
 September 6..... Last Day of Add  
 September 9..... Last Day of Drop  
 October 6 ..... Session II Ends

**TERM 4 2012**

October 15 ..... Classes Begin  
 November 22 - November 24..... Holiday - Thanksgiving  
 December 22..... Last Day of Classes –Term 4 Ends  
 December 23 – January 6..... End of Term Break  
 December 25 ..... Holiday – Christmas  
 January 1 ..... Holiday – New Year’s

**TERM 4 2012 - Session I**

October 15 ..... Classes Begin  
 October 18 ..... Last Day of Add  
 October 21 ..... Last Day of Drop  
 November 17..... Session I Ends

**TERM 4 2012 -Session II**

November 19..... Session II Begins  
 November 22..... Last Day of Add  
 November 25..... Last Day of Drop  
 December 22..... Session II Ends

**FACULTY LISTING – April 2012**

**Bennett, James, Dean of Instructional Technology**

M.F.A., Art, University of South Florida  
B.F.A., Art, Drawing, Ball State University

**Gorfain, Jody, Fashion Merchandising Faculty**

M.Ed Interdisciplinary Studies in Curriculum and Instruction, National Louis University  
B.S. Merchandising, Florida State University  
A.A., Tallahassee Community College

**Greenwood, James, Graphic Design Department Chair**

M.B.A., Strayer University  
B.A., Art, University of South Florida  
A.S., Commercial Art, Florida Metropolitan University  
A.S., Digital Photography, International Academy of Design & Technology

**Hayes, Chris, Game Production Department Chair**

M.F.A., Media Design Management, International Academy of Design & Technology  
B.F.A., Computer Animation, International Academy of Design & Technology  
Associate in Specialized Technology, Computer Animation MM, The Art Institute of Pittsburgh

**Korner, Kristian, Building Information Modeling Department Chair**

B.S., Computer Visualization Technology, ITT Technical Institute  
A.S. Computer Aided Drafting Technology, ITT Technical Institute

**Kough, Andrea, General Education Department Chair**

M.A., Liberal Studies, Northwestern University  
B.A., English and History, University of Minnesota

**Moon, Lucille, Web Design and Development Faculty**

M.F.A., Media Design Management, International Academy of Design & Technology  
B.A., Art, University of South Florida  
A.S., Web Design, International Academy of Design & Technology

**Pummel, Matthew, Web Design and Development Department Chair/ Internet Marketing Program Coordinator**

M.F.A., Media Design Management, International Academy of Design & Technology  
B.S., Computer Visualization Technology, ITT Technical Institute  
A.S., Computer Aided Drafting Technology, ITT Technical Institute

**Rogers, Craig, Information Technology Department Chair**

M.B.A., Project Management, DeVry University  
B.S., Management, University of Phoenix  
A.S., Microsoft Network Engineer and Database Administrator, Southwest Florida College

**Stout, Julie, Fashion Merchandising Department Chair**

M.Ed., Instructional Technology, American Intercontinental University  
B.F.A., Fashion Design, International Academy of Design & Technology  
A.S., Fashion Design, International Academy of Design & Technology

**ADMINISTRATION LISTING – April 2012**

**Mark A. Page**

President

**Michael Washington**

Vice President of Admissions and Marketing

**Dawn R. Carlson**

Director of Education

**Joey Lauter**

Director of Career Services

**Ellen Ward, Ph.D.**

Disability Services Administrator

### Building Information Modeling Minimum Hardware and Software Requirements

The following is a listing of minimum hardware and software requirements for the Building Information Modeling degree program. In order to have a quality learning experience, your computer must meet or exceed the following specifications.

#### Technical Requirements:

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students need a PC for this program.)
- Headset and/or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Two-button mouse with scroll wheel and mouse driver software
- All in one printer with scanner or separate Scanner and Printer components

#### PC Specific (64 bit):

- Microsoft® Windows® 7 64-bit Enterprise, Ultimate, Professional, or Home Premium; Microsoft® Windows Vista® 64-bit (SP2 or later) Enterprise, Ultimate, Business, or Home Premium; or Microsoft® Windows® XP Professional x64 edition (SP2 or later).\*
- Intel® Pentium® 4 or AMD Athlon™ dual core, 3.0 GHz (or higher) with SSE2 technology for Microsoft Windows 7 64-bit or Microsoft Windows Vista 64-bit (SP2 or later). Intel Pentium 4 or AMD Athlon dual core, 1.6 GHz (or higher) with SSE2 technology for Microsoft Windows XP Professional x64 edition (SP2 or later)
- 4 GB RAM
- 25 GB free disk space
- 1,280 x 1,024 monitor with true color
- Display adapter capable of 24-bit color for basic graphics; 256 MB DirectX® 9-capable graphics card with Shader Model 3 for advanced graphics
- DVD-ROM drive compatible with dual-layer DVD's
- Java Runtime Environment 1.5 (32 bit) or 1.6
- QuickTime 7.6.2 software required to export SWF files

#### PC Specific (32 bit):

- Microsoft® Windows® 7 32-bit Enterprise, Ultimate, Professional, or Home Premium; Microsoft® Windows Vista® 32-bit (SP2 or later) Enterprise, Ultimate, Business, or Home Premium; or Microsoft® Windows® XP (SP2 or later) Professional or Home\*
- Intel® Pentium® 4 or AMD Athlon™ dual core, 3.0 GHz (or higher) with SSE2 technology for Microsoft Windows 7 32-bit or Microsoft Windows Vista 32-bit (SP2 or later). Intel Pentium 4 or AMD Athlon dual core, 1.6 GHz (or higher) with SSE2 technology for Microsoft Windows XP (SP2 or later)
- 4 GB RAM
- 25 GB free disk space
- 1,280 x 1,024 monitor with true color
- Display adapter capable of 24-bit color for basic graphics; 256 MB DirectX® 9-capable graphics card with Shader Model 3 for advanced graphics
- DVD-ROM drive compatible with dual-layer DVD's
- Java Runtime Environment 1.5 (32 bit) or 1.6
- QuickTime 7.6.2 software required to export SWF files

#### Compatible web browsers

- Microsoft® Internet Explorer® 7.0 internet browser or higher
- Mozilla® Firefox® web browser

#### Other important factors to consider:

- Some GPU-accelerated features require graphics support for Shader Model 3.0 and OpenGL 2.0
- Some features in Adobe® Bridge rely on a DirectX 9-capable graphics card with at least 64MB of VRAM QuickTime 7.4.5 software required for multimedia features
- Qualified hardware-accelerated OpenGL® graphics card (please refer to the Autodesk® Maya® Websites for a list of qualified graphics cards: <http://usa.autodesk.com>). Autodesk Maya > System requirements > Qualified Hardware (at bottom of page).
- Netscape, Opera, AOL and other proprietary browsers are not supported by Technical Support.
- Equivalent or better x86 architecture processors are supported by Technical Support.
- Adobe Acrobat Reader and the Adobe Flash Player 9 are downloads that need to be installed.
- Additional software and hardware for technical classes may also be required. Software based design courses will require installation of software.

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

---

### Digital Media Production Minimum Hardware and Software Requirements

The following is a listing of minimum hardware and software requirements for the Digital Media Production degree program. In order to have a quality learning experience, your computer must meet or exceed the following specifications.

#### Technical Requirements

- Headset or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Flatbed Scanner
- Printer
- External Hard Drive – minimum of 250GB of available space

#### Windows OS

- Intel® Pentium® 4 or AMD Athlon® 64 processor (Intel Core™2 Duo or AMD Phenom® II recommended); Intel Core 2 Duo or AMD Phenom II required for Adobe® Premiere® Pro
- Processor with 64-bit support
- Microsoft® Windows® XP with Service Pack 3; Windows Vista® Home Premium, Business, Ultimate, or Enterprise with Service Pack 1 (Service Pack 2 recommended); or Windows 7
- 64-bit edition of Windows Vista or Windows 7 required for Adobe Premiere Pro and After Effects
- 4GB of RAM
- 24.3GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash-based storage devices)
- 1280x900 display (1280x1024 recommended) with qualified hardware-accelerated OpenGL graphics card, 16-bit color, and 256MB of VRAM
- Adobe-certified GPU card for GPU-accelerated performance in Adobe Premiere Pro; visit the page for the latest list of supported cards
- Some GPU-accelerated features in Adobe Photoshop® Extended require graphics support for Shader Model 3.0 and OpenGL 2.0
- Some features in Adobe Bridge rely on a DirectX 9-capable graphics card with at least 64MB of VRAM
- 7200 RPM hard drive for editing compressed video formats; RAID 0 for uncompressed
- Adobe-certified card for capture and export to tape for SD/HD workflows
- OHCI-compatible IEEE 1394 port for DV and HDV capture, export to tape, and transmit to DV device
- Sound card compatible with ASIO protocol or Microsoft Windows Driver Model
- DVD-ROM drive compatible with dual-layer DVDs (DVD+R burner for burning DVDs; Blu-ray burner for creating Blu-ray Disc media)
- Adobe Flash® Player 10 software required to export SWF files and to play back DVD projects exported as SWF files

#### Mac OS

- Multicore Intel processor with 64-bit support
- Mac OS X v10.5.7 or v10.6.3; Mac OS X v10.6.3 required for GPU-accelerated performance in Adobe Premiere Pro
- 4GB of RAM
- 26.3GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash-based storage devices)
- 1280x900 display (1280x1024 recommended) with qualified hardware-accelerated OpenGL graphics card, 16-bit color, and 256MB of VRAM
- Adobe-certified GPU card for GPU-accelerated performance in Adobe Premiere Pro
- Some GPU-accelerated features in Adobe Photoshop require graphics support for Shader Model 3.0 and OpenGL 2.0
- 7200 RPM hard drive for editing compressed video formats; RAID 0 for uncompressed
- Core Audio-compatible sound card
- DVD-ROM drive compatible with dual-layer DVDs
- Java Runtime Environment 1.5 or 1.6
- QuickTime 7.6.2 software required for QuickTime and multimedia features
- Adobe Flash Player 10 software required to export SWF files and to play back DVD projects exported as SWF files

#### Other important factors to consider:

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

**Fashion Merchandising  
Minimum Hardware and Software Requirements**

The following is a listing of minimum hardware and software requirements for the Fashion Merchandising degree program. In order to have a quality learning experience, your computer must meet or exceed the following specifications.

**Technical Requirements**

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students may have either a PC or Mac for this program.)
- Headset or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Flatbed Scanner
- Printer
- 

**Windows**

- Intel® Pentium® 4 or AMD Athlon® 64 processor
- Microsoft® Windows® XP with Service Pack 3; Windows Vista® Home Premium, Business, Ultimate, or Enterprise with Service Pack 1 (Service Pack 2 recommended); or Windows 7
- 2GB of RAM or more recommended
- 25GB of available hard-disk space for installation (cannot install on removable flash-based storage devices)
- 1280x800 display with qualified hardware-accelerated OpenGL graphics card, 16-bit color, and 256MB of VRAM
- Some GPU-accelerated features require graphics support for Shader Model 3.0 and OpenGL 2.0
- DVD-ROM drive compatible with dual-layer DVDs
- QuickTime 7.6.2 software required for multimedia features
- Broadband Internet connection required for online services\*

**Mac OS**

- Multicore Intel processor
- Mac OS X v10.5.7 or v10.6
- 2GB of RAM or more recommended
- 25GB of available hard-disk space for installation (cannot install on a volume that uses a case-sensitive file system or on removable flash-based storage devices)
- 1280x800 display with qualified hardware-accelerated OpenGL graphics card, 16-bit color, and 256MB of VRAM
- Some GPU-accelerated features require graphics support for Shader Model 3.0 and OpenGL 2.0
- DVD-ROM drive compatible with dual-layer DVDs
- QuickTime 7.6.2 software required for multimedia features Broadband Internet connection required for online services\*

**Other important factors to consider:**

- Netscape, Opera, AOL and other proprietary browsers are not supported by Technical Support.
- Equivalent or better x86 architecture processors are supported by Technical Support.
- Adobe Acrobat Reader and the Adobe Flash Player 10.9 are downloads that need to be installed.
- Additional software and hardware for technical classes may also be required. Software based design courses will require installation of software.
- Students are required to obtain a digital camera. Specific requirements will be discussed in the class week 1 and used for subsequent classes requiring use of one's own photography.

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

**Game Production  
Minimum Hardware and Software Requirements**

The following is a listing of minimum hardware and software requirements for the Game Production degree program. In order to have a quality learning experience, your computer must meet or exceed the following specifications.

**Technical Requirements**

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students must have a PC for this program.)
- Headset or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Optical2 button mouse with center wheel as third button
- 6 X 8 Wacom Tablet
- All in one printer with scanner/copier

**PC Specific**

- Microsoft® Windows Vista® Business operating system (Service Pack 2 or higher)
- Microsoft® Windows® XP Professional operating system (Service Pack 3 or higher)
- Windows: Intel® Pentium® 4 or higher, AMD Athlon® 64, or AMD Opteron® processor
- 2GHz or faster processor
- 4GB of DDR3 RAM minimum
- DVD-ROM drive
- 35 GB of available hard-disk space for installation; additional free space required during installation
- 1,024x768 display (1,280x800 recommended) with 16-bit video card

**Compatible web browsers**

- Microsoft® Internet Explorer® 7.0 internet browser or higher
- Mozilla® Firefox® web browser

**Other important factors to consider:**

- Some GPU-accelerated features require graphics support for Shader Model 3.0 and OpenGL 2.0
- Some features in Adobe® Bridge rely on a DirectX 9–capable graphics card with at least 64MB of VRAM QuickTime 7.4.5 software required for multimedia features
- Qualified hardware-accelerated OpenGL® graphics card (please refer to the Autodesk® Maya® Websites for a list of qualified graphics cards: <http://usa.autodesk.com>). Autodesk Maya > System requirements > Qualified Hardware (at bottom of page).
- Netscape, Opera, AOL and other proprietary browsers are not supported by Technical Support.
- Equivalent or better x86 architecture processors are supported by Technical Support.
- Adobe Acrobat Reader and the Adobe Flash Player 9 are downloads that need to be installed.
- Additional software and hardware for technical classes may also be required. Software based design courses will require installation of software.

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

**Graphic Design  
Minimum Hardware and Software Requirements**

The following is a listing of minimum hardware and software requirements for the Graphic Design degree programs. In order to have a quality learning experience, your computer must meet or exceed the following specifications.

**Technical Requirements**

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students may have either a PC or Mac for this program.)
- Headset or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Flatbed Scanner
- Printer

**Windows**

- Intel® Pentium® 4 or AMD Athlon® 64 processor
- Microsoft® Windows® XP with Service Pack 3; Windows Vista® Home Premium, Business, Ultimate, or Enterprise with Service Pack 1 (Service Pack 2 recommended); or Windows 7
- 2GB of RAM or more recommended
- 25GB of available hard-disk space for installation (cannot install on removable flash-based storage devices)
- 1280x800 display with qualified hardware-accelerated OpenGL graphics card, 16-bit color, and 256MB of VRAM
- Some GPU-accelerated features require graphics support for Shader Model 3.0 and OpenGL 2.0
- DVD-ROM drive compatible with dual-layer DVDs
- QuickTime 7.6.2 software required for multimedia features
- Broadband Internet connection required for online services\*

**Mac OS**

- Multicore Intel processor
- Mac OS X v10.5.7 or v10.6
- 2GB of RAM or more recommended
- 25GB of available hard-disk space for installation (cannot install on a volume that uses a case-sensitive file system or on removable flash-based storage devices)
- 1280x800 display with qualified hardware-accelerated OpenGL graphics card, 16-bit color, and 256MB of VRAM
- Some GPU-accelerated features require graphics support for Shader Model 3.0 and OpenGL 2.0
- DVD-ROM drive compatible with dual-layer DVDs
- QuickTime 7.6.2 software required for multimedia features Broadband Internet connection required for online services\*

**Other important factors to consider:**

- Netscape, Opera, AOL and other proprietary browsers are not supported by Technical Support.
- Equivalent or better x86 architecture processors are supported by Technical Support.
- Adobe Acrobat Reader and the Adobe Flash Player 10 are downloads that need to be installed.
- Additional software/hardware for technical classes may also be required. Software based design courses will require installation of software.

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

### Information Technology Minimum Hardware and Software Requirements

The following is a listing of minimum hardware and software requirements for the Information Technology degree program. In order to have a quality learning experience, your computer must meet or exceed the following specifications.

#### Technical Requirements:

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students need a PC for this program.)
- Headset and/or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Two-button mouse with scroll wheel and mouse driver software

#### PC Specific (64 bit):

- Microsoft® Windows® 7 64-bit Enterprise, Ultimate, Professional, or Home Premium; Microsoft® Windows Vista® 64-bit (SP2 or later) Enterprise, Ultimate, Business, or Home Premium; or Microsoft® Windows® XP Professional x64 edition (SP2 or later).\*
- Intel® Pentium® 4 or AMD Athlon™ dual core, 3.0 GHz (or higher) with SSE2 technology for Microsoft Windows 7 64-bit or Microsoft Windows Vista 64-bit (SP2 or later). Intel Pentium 4 or AMD Athlon dual core, 1.6 GHz (or higher) with SSE2 technology for Microsoft Windows XP Professional x64 edition (SP2 or later)
- 2 GB RAM
- 25 GB free disk space
- 1,280 x 800 monitor with true color
- DVD-ROM drive compatible with dual-layer DVD's
- Java Runtime Environment 1.5 (32 bit) or 1.6
- QuickTime 7.6.2 software required to export SWF files

#### PC Specific (32 bit):

- Microsoft® Windows® 7 32-bit Enterprise, Ultimate, Professional, or Home Premium; Microsoft® Windows Vista® 32-bit (SP2 or later) Enterprise, Ultimate, Business, or Home Premium; or Microsoft® Windows® XP (SP2 or later) Professional or Home\*
- Intel® Pentium® 4 or AMD Athlon™ dual core, 3.0 GHz (or higher) with SSE2 technology for Microsoft Windows 7 32-bit or Microsoft Windows Vista 32-bit (SP2 or later). Intel Pentium 4 or AMD Athlon dual core, 1.6 GHz (or higher) with SSE2 technology for Microsoft Windows XP (SP2 or later)
- 2 GB RAM
- 25 GB free disk space
- 1,280 x 800 monitor with true color
- DVD-ROM drive compatible with dual-layer DVD's
- Java Runtime Environment 1.5 (32 bit) or 1.6
- QuickTime 7.6.2 software required to export SWF files

#### Other important factors to consider:

- Netscape, Opera, AOL and other proprietary browsers are not supported by Technical Support.
- Equivalent or better x86 architecture processors are supported by Technical Support.
- Adobe Acrobat Reader and the Adobe Flash Player 10.9 are downloads that need to be installed.
- Additional software and hardware for technical classes may also be required. Software based design courses will require installation of software.

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

---

**Retail Merchandise Management  
Minimum Hardware and Software Requirements**

The following is a listing of minimum hardware and software requirements for the Fashion Merchandising degree programs. In order to have a quality learning experience, your computer must meet or exceed the following specifications.

**Technical Requirements**

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students may have either a PC or Mac for this program.)
- Headset or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Flatbed Scanner
- Printer
- Digital Camera

**PC Specific**

- Intel® Pentium® 4 or AMD Athlon® 64 processor
- Microsoft® Windows® XP with Service Pack 3; Windows Vista® Home Premium, Business, Ultimate, or Enterprise with Service Pack 1 (Service Pack 2 recommended); or Windows 7
- 2GB of RAM or more recommended
- 9.3GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash-based storage devices)
- 1280x800 display with qualified hardware-accelerated OpenGL graphics card, 16-bit color, and 256MB of VRAM
- Some GPU-accelerated features require graphics support for Shader Model 3.0 and OpenGL 2.0
- Some features in Adobe® Bridge rely on a DirectX 9–capable graphics card with at least 64MB of VRAM
- DVD-ROM drive compatible with dual-layer DVDs
- Java™ Runtime Environment 1.5 (32 bit) or 1.6
- QuickTime 7.6.2 software required for multimedia features
- Adobe Flash® Player 10 software required to export SWF files
- Broadband Internet connection required for online services\*

**Macintosh Specific**

- Multicore Intel processor
- Mac OS X v10.5.7 or v10.6
- 2GB of RAM or more recommended
- 10.3GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash-based storage devices)
- 1280x800 display with qualified hardware-accelerated OpenGL graphics card, 16-bit color, and 256MB of VRAM
- Some GPU-accelerated features require graphics support for Shader Model 3.0 and OpenGL 2.0
- DVD-ROM drive compatible with dual-layer DVDs
- Java Runtime Environment 1.5 or 1.6
- QuickTime 7.6.2 software required for multimedia features
- Adobe Flash Player 10 software required to export SWF files
- Broadband Internet connection required for online services\*

**Web Design and Development/ Internet Marketing  
Minimum Hardware and Software Requirements**

The following is a listing of minimum hardware and software requirements for the Web Design and Development and Internet Marketing programs. In order to have a quality learning experience, your computer must meet or exceed the following specifications.

**Technical Requirements**

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students may have either a PC or Mac for the Associate of Science in Web Design and Development and the Bachelor of Science in Internet Marketing programs. A PC is required for bachelor's level courses in the Bachelor of Science in Web Design and Development.
- Headset or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Flatbed Scanner
- Printer

**PC Specific (required for BS, Web Design and Development)**

- Microsoft® Windows® XP with Service Pack 3; Windows Vista® Home Premium, Business, Ultimate, or Enterprise with Service Pack 1 (Service Pack 2 recommended); or Windows 7
- Internet Explorer 7.0 or Firefox 2X or later versions
- Intel® Pentium® 4 or AMD Athlon® 64 processor (Intel Core™2 Duo or AMD Phenom® II recommended);
- 4GB of RAM or more recommended
- DVD-ROM drive compatible with dual-layer DVDs (DVD+-R burner for burning DVDs; Blu-ray burner for creating Blu-ray Disc media)
- 25 GB of available hard-disk space for installation; additional free space required during installation
- 1280x900 display (1280x1024 recommended) with qualified hardware-accelerated OpenGL graphics card, 16-bit color, and 256MB of VRAM
- DirectX 9–capable graphics card with at least 64MB of VRAM
- QuickTime 7.6.2 software required for multimedia features

**Macintosh Specific (only used for AS, Web Design or BS, Internet Marketing)**

- Multicore Intel processor with 64-bit support
- Mac OS X v10.5.7 or v10.6.3
- 4 GB of RAM or more recommended
- DVD-ROM drive compatible with dual-layer DVDs (SuperDrive for burning DVDs; external Blu-ray burner for creating Blu-ray Disc media)
- 25GB of available hard-disk space for installation; additional hard-disk space required during installation
- 1280x900 display (1280x1024 recommended) with qualified hardware-accelerated OpenGL graphics card, 16-bit color, and 256MB of VRAM
- QuickTime 7.6.2 software required for multimedia features.
- *Note: Apple® computers based on Intel processors and running Microsoft operating systems are supported using Apple's Boot Camp. Virtual machine environments are currently not supported.*

**Other important factors to consider:**

- Netscape, Opera, AOL and other proprietary browsers are not supported by Technical Support.
- Equivalent or better x86 architecture processors are supported by Technical Support.
- Adobe Acrobat Reader and the Adobe Flash Player 9 are downloads that need to be installed.
- Additional software and hardware for technical classes may also be required. Software based design courses will require installation of software.

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

---

**REVISIONS TO THE CATALOG**

(new language is underlined, ~~deleted language is struck~~)

**Effective January 18, 2012**

**Page 10-11**

**International Academy of Design & Technology Online**

**Addition**

**Licensing and Approvals**

The International Academy of Design & Technology Online is authorized to offer educational programs and award degrees and diplomas in the State of Wisconsin by the Educational Approval Board, 30 West Mifflin St., 9th Floor, Madison, WI 53703. (609) 266-1996.

**Effective January 18, 2012**

**Page 18**

**Addition**

**Grievance Policy**

Wisconsin

Educational Approval Board, 300 W. Mifflin Street, 9<sup>th</sup> Floor, Madison, WI 53703, 608-266-1996

**Effective January 18, 2012**

**Page 29**

**Addition**

**Academic Information**

Academic Proficiency

The International Academy of Design & Technology Online grants advanced standing for prior education and training. Additional information may be found in the catalog under Academic Information, "Transfer of Credit to the Institution, CLEP, DANTES, and Advanced Placement Examination (AP)". Official transcripts must be submitted from the granting institution for evaluation by the Office of the Registrar. In the event prior education or training is accepted by the institution, the program cost and length will be reduced accordingly.

**Effective January 18, 2012**

**Page 42**

**International Academy of Design & Technology Online**

**Revision**

**Standard Period of Non-Enrollment-SPN**

IADT Online students may request a SPN (Standard Period of Non-Enrollment) for a single session at any time during the year whereby they may take a session off with the intent to return for the subsequent session. No more than one SPN annually should be granted. Students must complete a written request to take the SPN and sign a Commitment to Return SPN Form indicating the anticipated return date. The student must make the request prior to the start date of the session for which the SPN is being requested. Should the student fail to return on the expected date, the student will be withdrawn based on the last date of attendance. Requests for SPN must be approved by a designated academic official and will only be granted in the second session of the student's parent term. Similarly, requests for full term Summer SPNs as described in the catalog will only be granted for the student's full parent term.

**Effective April 9, 2012**

**Page 44**

**Disbursement of Title IV Credit Balance (Books)**

**Revision**

IADT & Collins College

Tuition and books are bundled and billed as a single charge each term. Books and supplies will be mailed or made available at the campus for pick up to registered students by the 7th day of the scheduled start of classes to registered students who have submitted all required FA paperwork.

### ~~IADT ONLINE~~

~~Tuition, books and fees are bundled and billed as a single charge each term. Books and supplies will be mailed prior to the start of classes to registered students who have submitted all required FA paperwork.~~

### ~~IADT Ground & Collins~~

~~Books are made available at the campus for pick up to registered students by the 7th day of the scheduled start of classes and billed to the student's account.~~

**Effective April 9, 2012**

**Page 47**

### **Institutional Grants and Scholarships**

#### **Revision**

The Institution offers tuition scholarship awards to encourage the pursuit of higher education. The availability of the different grants and scholarships is based on the campus locations and available funding. Applicants must submit a separate application form for each scholarship and/or grant for which they wish to apply. Applicants must be enrolled full-time in the Institution and in active attendance. Scholarship and Grant application forms are available from the Office of Student ~~Services~~ Finance. Withdrawal from the Institution nullifies any unused scholarship funds. Applicants for need-based scholarships and/or grants must have a Free Application for Federal Student Aid (FAFSA) on file for scholarship or grant consideration when applicable. Selection of awards will be made by the Scholarship Committee based on the eligibility requirements. At no time will grant or scholarship awards be transferred to another individual, school, be received as cash, or will result in excess funding over direct educational costs. Students utilizing Chapter 33 Post 9/11 veteran's benefits at the 100% rate are ineligible for institutional grants & scholarship, but will be eligible for the Yellow Ribbon program where applicable. CEC employees are not eligible for these programs.

**Effective April 9, 2012**

**Page 48**

### **Art & Design Grant (A & D Grant)**

#### **Revision**

The Institution offers an A&D Grant to ~~new~~ students who have applied for all federal, state, and private financial aid, grants and/or scholarships and have an outstanding tuition balance. A&D Grants are offered in the following programs:

- Bachelor's degree with grant limits up to \$16,500; and
- Associate degree with grant limits up to \$11,000.

Individual grant awards can range from \$200 - \$6000. Students will be considered for the grant upon completion of the admissions application process (enrolled with the school) and the financial aid application process (federal, state, and private). Students will be required to submit an essay. Deadlines to award the A&D Grant are at the end of the add/drop period. The Institution makes available a limited amount of money each year for the A&D Grant. Once available funding has been exhausted, A&D Grants will not be awarded to otherwise eligible students. The following are the criteria for consideration:

- ~~must be a first time student or a student who has re-enrolled;~~
- must have valid (complete) ISIR/FAFSA on file;
- must have an alternative (private) loan co-borrower denial from a student loan lender/provider;
- must have a PLUS loan denial if applicable;
- dependent students need a Plus denial and an Alternative Loan co-borrower denial;
- must have an In School Payment Plan ~~that cannot exceed \$200 per month;~~

- must submit an essay to the Student Finance Manager who will present to the School Selection Committee on “Why I am committed to completing my program” (required only in the first academic year);
- must have completed the entire financial aid process;
- student will repeat all steps, with the exception of the essay, in subsequent academic years;
- student must remain enrolled, maintain satisfactory academic progress, ~~and adhere to their assigned schedule which will vary between 12 and 16 credits per term to remain eligible for the grant and must attend at least 12 credits per academic term;~~
- grants cannot be transferred to another individual or college or be received as cash;
- grant cannot be combined with any other institutional grant or scholarship

**Effective January 18, 2012**

**Page 50**

### **Cancellation Policies**

#### **Revision**

#### **Institutional Policy**

A student who cancels the Enrollment Agreement within three business days (72 hours) until midnight of the third day excluding Saturdays, Sundays, and legal holidays after signing the Enrollment Agreement will receive a refund of all monies paid. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the non-refundable Application Fee. If the Enrollment Agreement is not accepted by the Institution or if the Institution cancels the Enrollment Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the student must be made in writing and mailed, e-mailed or hand delivered to the appropriate campus location noted on the top of the enrollment agreement. Wisconsin residents who utilize the cancellation privilege will receive a full refund in ten (10) business days.

**Effective January 18, 2012**

**Page 51**

#### **Revision**

#### **Institutional Refund Policy**

After the last day of the drop and add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the Institution. Refunds are made for students who withdraw or are withdrawn from the Institution prior to the completion of or at 60% or less of the term in which the student withdraws, according to the following formula: total days attended in the term divided by total days in the term multiplied by tuition for the term. If the student has completed more than 60% of the total days in the term, no refund is due. Refunds are made for a student who withdraws or is withdrawn from the Institution prior to the completion of his or her program and is based on the tuition billed for the term in which the student withdraws. If a student withdraws from classes during the term's Add/Drop period, tuition charges will be reversed for the term. There are no individual course refunds, partial or in full, to any student who has withdrawn past the Add/Drop Period.

Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full.

Any books, equipment, and/or uniforms or software that have been issued are nonrefundable. When a student withdraws from the Institution, he/she must complete a student withdrawal form with the Student Services Office. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 15 calendar days of the notification of an official withdrawal, or date of determination of withdrawal by the Institution. Credit balances due will be refunded to the student/lender as requested. Institutional refunds do not include the application fee.

#### **Revision**

#### **Refund Policy for Alabama Residents only**

In the event that a student withdraws or is dismissed from all classes during the quarter term, a pro rata refund will be made on all unearned tuition which will be based on the student's last date of recorded attendance, divided by the total days in the term.

Hypothetical Refund Example:

At the time of the last day of recorded attendance, the student has been charged \$3,000 in tuition for the term, and has attended 31 of the total 70 days (39 days remaining in the term). Tuition charges will be reduced by \$1671 (39/70 times \$3000). The student is responsible for \$1329.

### **Addition**

#### **Refund Policy for Wisconsin Residents only**

After the last day of the drop and add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the Institution. Refunds are made for students who withdraw or are withdrawn from the Institution prior to the completion of or at 60% or less of the term in which the student withdraws, according to the following formula: tuition accrued is calculated by total days attended in the term divided by total days in the term multiplied by tuition for the term. If the student has completed more than 60% of the total days in the term, no refund is due. Refunds are made for a student who withdraws or is withdrawn from the Institution prior to the completion of his or her program and is based on the tuition billed for the term in which the student withdraws. If a student withdraws from classes during the term's Add/Drop period, tuition charges will be reversed for the term. There are no individual course refunds, partial or in full, to any student who has withdrawn past the Add/Drop Period. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. When a student withdraws from the Institution, he/she should complete a student withdrawal form with the Student Services Office. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 15 calendar days of the notification of an official withdrawal, or date of determination of withdrawal by the Institution. Credit balances due will be refunded to the student/lender as requested. Institutional refunds do not include the application fee.