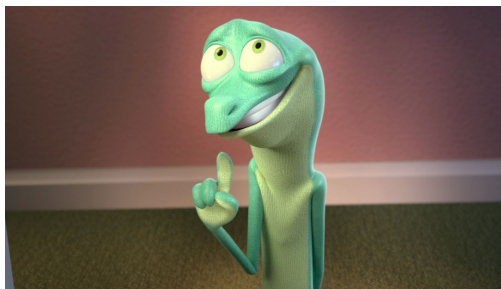




ANIMSCHOOL  
2024  
Catalog



## **AnimSchool**

AnimSchool is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

ACCSC is a recognized accrediting agency by the U.S. Department of Education.

Classes Conducted Online in Live Web Meetings

3585 N University Ave #225  
Provo, UT 84604

**Phone:** 801 765 7677

**Toll Free Phone:** 888 344 1995

**Contact:** [admissions@animschool.edu](mailto:admissions@animschool.edu)

**Hours of Operation:** 9 am – 6 pm Mountain Standard Time

**Publication Date:** December 2023

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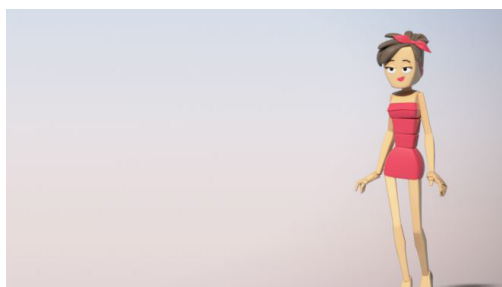
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## Chapter 1 - About Us

- 1.1 Online School for 3D Animation Skills
- 1.2 Mission and History
- 1.3 Our Instructors
- 1.4 Applying for AnimSchool

## Online School for 3D Animation Skills

**AnimSchool is an accredited (ACCSC) school devoted to teaching the skills used in 3D productions from gaming to commercials to film. We specialize in teaching students who want to make characters (modeling and rigging), or make them move and act (animation). Most of our instructors have worked for animation studios like Dreamworks, Sony Pictures, Disney, Blue Sky Studios, Riot Games, and Reel FX and teach part-time with us, after hours.**



**Appealing, convincing characters are the heart of AnimSchool.**

**AnimSchool** is an accredited school (ACCSC). In the 3D Character Program, students learn how to make characters, modeling their shape and putting in the structure to make them bend and move and have expression. In the 3D Animation Program, students learn how to make them move and act. AnimSchool's instructors are chosen for their experience at animation studios and talent.

**AnimSchool** is all online—on your computer, over high-speed internet. Using modern web conferencing technology, students can learn the crafts of 3D computer animation right from home. Maybe you recently graduated from high school or its equivalent: you can pursue a career in the world of 3D animation from where you already live for as low as \$362 per month. Or maybe you already have a full time job and family responsibilities. You can take a new direction in life, and finally pursue the passion for 3D animation after hours.

### 1.2 Mission and History

**AnimSchool** was founded in 2010 by David Gallagher, animator, rigger, and former Character Development Supervisor at Blue Sky Studios. With nearly 20 years of indus-

try experience, David animated on three Ice Age movies, Horton Hears a Who, Rio, and Robots. He rigged the face of the beloved Ice Age character Scrat. He oversaw the performance ability of character models & rigs for many of the films.

**AnimSchool's** mission is to teach professional-level 3D animation skills with our working pros, in live online classes. We have high expectations for our students. Our programs of study have strict standards of progress, to help graduates qualify for jobs in the competitive animation industry.

AnimSchool's classes and teaching methods give special emphasis to appealing characters and results.

AnimSchool provides appealing characters for animation students to use. Our curriculum emphasizes the aesthetics of modeling and rigging to make appealing 3D characters. Our characters are known around the world and many have noted our rigs' flexibility, performance and appeal. The AnimSchool character "Malcolm" and the AnimSchool Picker Maya plug-in have been downloaded more than 150,000 times worldwide, and have been used to win numerous animation contests and for commercial needs.

AnimSchool began in 2010. Our website

Once a student has enrolled in AnimSchool and has been accepted into a program, they can choose which class to take. Program students have a prearranged set of courses, but can choose which instructor, day, and time. These options are shown at the Class Listing section at [www.animschool.edu/ClassListing.aspx](http://www.animschool.edu/ClassListing.aspx)



launched in November 2010 and classes began April 2011, with 30 students and four instructors. Today, about 500 students study with us each term.

Our instructors have worked at studios like: Disney Feature Animation, Dreamworks, Blue Sky Studios, Pixar, MPC, Reel Fx, Weta Digital, Atomic Fiction, Luma Pictures, and Laika.

Our first graduates were in Winter 2013.

As our school has grown, we have added admissions, accounting, administration staff, and other staff members.

In early 2015, seven AnimSchool students and graduates were hired to animate on Blue Sky Studios' Peanuts Movie.

In February 2020, **AnimSchool** became accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). **ACCSC** is a recognized accrediting agency by the U.S. Department of Education.

Our graduates overwhelmingly report having a positive experience at AnimSchool. Our students and graduates have landed jobs at Walt Disney Feature Animation, Walt Disney Television Studios, Blue Sky Studios, Weta, Animal Logic, Sony Animation, Framestore, MPC, DHX, Vicarious Visions, ReelFX, SHED, TeamTo, Ilion, Iloura, The Third Floor, Behavior Interactive, Dwarf Labs, Bardel Entertainment, Sparx, Mikros Image, Buck, Jam Filled Entertainment, nWave, Game House, Aroma, Brown Bag Studios, CG Bot, DA Studios, Magic Gardens, Doodle Pictures, ICE Animations, Batavian Studio, Adhesive Games, Tequila Works, ThinkLab, Rooster Teeth, Airplane Studio, Picklehouse, Gizmo, Image Metrics, Lani Pixels, Logan TV, Mirari TV, Mojo FX, Wizard, Worldwide FX, and Rubicon.

## 1.3 Our Instructors

To learn the world of 3D Animation, students can learn from talents currently in the industry. Our instructors work or have worked at film and game studios like Dreamworks, Sony Pictures, Disney and Blue Sky Studios, and are ready to teach you live in-person each week to help you improve your abilities. To see the current listing, visit our instructor page, or see section 11.5.

## 1.4 Applying for AnimSchool

To apply for **AnimSchool**, go to [www.animschool.edu](http://www.animschool.edu) and click on the "apply now" button. There the applicant will enter information to begin the enrollment process. Upon applying, students will be admitted based on these qualifications: their 3D, drawing, or aesthetic abilities and/or their drive and commitment to complete the course of study.

Prospective Students will receive an email from AnimSchool upon acceptance or denial.

There is a one-time enrollment fee of \$125. If a student cancels their application within three business days or is not admitted to AnimSchool. In either case, students will have their application fee refunded.

Cancelling can be done by e-mailing: [admin@animschool.edu](mailto:admin@animschool.edu) or calling 801 765-7677 with a clear request for cancellation. Any cancellation or withdrawal refund payments will be issued within 30 days. Students who cancel their enrollment at AnimSchool after the three-day period must petition the Review Board to return to **AnimSchool**.



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## Chapter 2

- 2.1 Registering for a Class at AnimSchool
- 2.2 Class Structure
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- 2.5 Class Size
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- 2.8 Art Classes





## Registering for a Class at AnimSchool

**Once a student has enrolled in AnimSchool and has been accepted into a Track, they can choose which class to take. Track (the prerequisite classes leading to a Program) and Program students have a prearranged set of courses, but can choose which instructor, day, and time. These options are shown at the Class Listing section at <http://www.animschool.edu/ClassListing.aspx>.**

**AnimSchool is an online school only, with all instruction received over high-speed internet. There are no classes offered at the AnimSchool physical location.**

The weekly schedule and the instructor for each class is consistent throughout each term. There may be infrequent exceptions, such as when the class falls on a major federal U.S. holiday or if an instructor is away and cannot hold class. If an instructor has a planned or sudden absence another qualified instructor may substitute for that class session, but more commonly the session is rescheduled.

Most classes have a separate "Critique Time", a time when the instructor is available for 1-3 additional hours solely for reviewing the students' work.

Students repeat this class selection process each term to get entry into the class of their choosing (sometimes only one option of a given course is available). To see which classes are available, go to: <http://www.animschool.edu/Catalog/Catalog.aspx>

Students not wanting to enroll in a full 21-month AnimSchool Track & Program have the option of signing up for an individual AnimSchool class, to further their education and open new doors. See the section Express Classes: Continuing Education at AnimSchool for more information.

## 2.2 Class Structure

Once a student is accepted into a track, they are able to register for a class. When they are registered in that way, or in an Express class, they gain access to the class pages on the day the term starts. The class page includes a description and confirmation on which day the class is to be held, and at what time. Most classes are held two days per week as discussed, on any day but major U.S. federal holidays (when AnimSchool is closed). For most classes there is a Critique Time on a different day and/or time. (Only very small classes merge the Class and Critique sessions into a single longer session.)

**AnimSchool** is an online school only, with all instruction received over high-speed internet. There are no classes offered at the AnimSchool physical location.

Prior to the designated time, students go to the AnimSchool website and sign in. On their Student Home Page, the class is listed. When the time is nearing for that class session, students click on the "Go To Class" button to enter a class session.



## 2.3 Class Instruction

**AnimSchool** uses the modern web conferencing technology to allow the instructors and students in a class to interact. This ability to talk to and see each other adds to the social experience of being a student at **AnimSchool**.

Students can enable their microphone when they want to speak. Students can interact via chat as well.

Once the session begins, the instructor gives a lecture or presentation, showing their desktop live to the students. The instructor may show

drawing, film clips, or workflow approaches in Maya (or ZBrush).

There is pre-recorded video content for some of the classes. Students can watch class recordings from their instructor, AND our other instructors as well. Excellent learning opportunities come from the face time with the instructor, getting direct feedback on the student's work and how to improve it. Someone can get one-way instruction by watching videos and reading books, but there is a greater potential for growth when a student's own work is critiqued by a working animator, modeler, or rigger and receives that specific direction.

Before Critique Time is to be held, the student should upload their assignments to their own student page at least two hours before their class is scheduled to begin. This gives the system enough time to upload and post the materials, so they will be available for the instructor and other students to review the work during Critique Time (or Class Time).

In the event an instructor doesn't appear for class at the scheduled hour, an unanticipated technical or personal problem may have occurred with the instructor, and students should call or text the AnimSchool emergency phone line 845 612-1715. The instructor usually then sends an AnimSchool message to reschedules the session.

### The

**class links and materials do not appear until the term begins.**

See the academic calendar for a list of major holiday dates. As mentioned, classes held on a major holiday date, will often be

shifted to the next day, unless otherwise arranged by the instructor. Major holidays are: Thanksgiving, Christmas Day, New Year's Day, and Independence Day. On other holidays, the class may be held as usual, unless otherwise scheduled by the instructor.

Classes are usually scheduled for 1.5 to 2 hour blocks. During class time, the instructor teaches the students through lecture and live workflow demonstrations. (This time may be reduced for smaller classes.) During Critique Time, the instructor reviews each student's assignment. Students do not need to stay for other students' critiques, but it is recommended.

For small classes, the Critique Time may combined with Class Time, since lecture and critiques can be accomplished within the Class Time.

## 2.4 Interaction with Instructor

**AnimSchool** is designed to offer the student lots of time to interact with the instructor. The instructor is available for approximately 1-1.5 hours for Class, and approximately 1-3 hours for Critique Time (depending on the number of students in a class). Students are only required to attend Class Time and their section of Critique Time for the week if that is all that is desired. This system is designed to give the student the greatest opportunity to learn directly from the instructor, while not requiring the students to be there for all the other students' critiques. The critiques session however are extremely valuable time to get more feedback from your instructor, and to learn from the critiques of your fellow students. This is a practice embraced by the most successful AnimSchool students.

Classes are recorded, unless there is a technical problem. Students may watch them at any time in the future, so long as they are an active student or graduate of AnimSchool. Students on a term break do not normally retain access to class recordings, class materials, or Art and General Reviews sessions, however there is the option to purchase access during a break.

No lecture or instructional videos are intended to be downloaded, and should never to be redistributed or passed along to others.

Students have the ability to send messages to their

instructor through the AnimSchool Messaging system, however, the instructors are very busy working professionals and may not to respond via messaging outside of class. Students should raise the issues during class so they can get direct answers. Students can get answers outside of class by attending General Reviews. Students who are not able to attend a class should message the instructor to explain the situation. Attendance and participation is considered during final grading. Students enrolling in AnimSchool are expected to be at class unless there is a special circumstance. (More information in section 7.5 Attendance and assignment submission standards)

## 2.5 Class Size

To keep the class experience personal and encourage participation by all students, class sizes are normally limited to 10, with very occasional exceptions allowing 12. Most classes are smaller, a size of 7-10 students is common.

## 2.6 Instructor Surveys

Our instructors are talents in their fields, many from animation studios like Dreamworks, Sony Animation, Disney, Reel FX, Riot Games, and Blue Sky Studios, and have knowledge and experience to teach. To help AnimSchool improve, surveys are held in the latter part of the term so that students can comment on the class and instructor and rate the instructor's performance anonymously.

## 2.7 General Reviews

**AnimSchool** offers an environment fostering continual growth, with frequent opportunities for professional critique. Each week at AnimSchool we offer free extra review sessions. Most terms, we offer five different live sessions, on Tuesdays and Thursdays during the day and evening, to accommodate multiple student timezone and scheduling needs. Students from any class can come and have their work reviewed by pros.



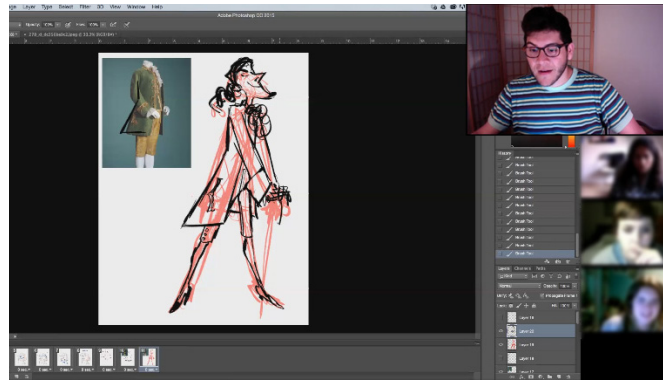
Program students (in the last 4 classes) must participate in at least one General or Art Class weekly, at least 7 out of 10 weeks per term to qualify for graduation. Live attendance or watching of recordings counts.

## 2.8 Art Classes

AnimSchool offers a free art class. All our students are welcome to attend and participate in the live class, and are encouraged to do the homework for the live reviews. Students may also participate by watching the recordings of the class.

The instructor changes each term or two, bringing fresh perspective and new ideas continuously to our students. We have a large library of art class recordings on various topics. All these are permanently available for our students and graduates.

Program students (in the last 4 classes) must participate in at least one General Review or Art Class weekly, at least



7 out of 10 weeks per term to qualify for graduation. Live attendance or watching of recordings counts.

Examples of previous classes: Mike Mattesi: Drawing with Force, Moroni Taylor: Storyboarding, Ty Carter: Digital Painting, Bill Robinson: Character Design, Jesse Acin: Character Design, Sylwia Bomba: Drawing, Heidi Smith: Character Design, Michael Herrera: Character Design, Matt Boismier: Character Design, Cyril Jedor: Digital Painting, Sean Sullivan: Drawing, Jesse Draper: Digital Painting & Drawing.





## Chapter 3

- 3.1 12 Month Programs
- 3.2 3D Animation Track & Program
- 3.3 3D Character Track & Program
- 3.4 Accreditation
- 3.5 What a Certificate at AnimSchool Will Offer You
- 3.6 Clock Hours
- 3.7 Explore: Switch Programs if Needed

## 12 Month Programs



**AnimSchool** offers two different Programs in computer animation. Each program has THREE prerequisite courses plus Introduction to Maya, if applicable.

Prerequisites: 9 months (3 terms, or 4 if Maya needed)

Programs: 12 months (4 terms)

---

Total: 21 months (or 24 if Introduction to Maya needed)

The total time for the prerequisites and program courses is 21 months: SEVEN 11- week terms.  
(there is a two week break in-between terms)

When an applicant is accepted to AnimSchool, they are accepted into a **“Track”**, meaning they can take the **prerequisite** courses for a program in sequence. After completing those courses, students can **apply for the program** by registering for Class 4. Their student work is reviewed by AnimSchool’s Review Board and the student is then notified if they are accepted into the **“Program”**.

If a student is not accepted in the program at that point, they can

retake the prerequisite course to strengthen their skills to reapply next term.

Alternatively, they can switch to the other Track.

These courses are considered “avocational” - they do not lead to initial employment, but prepare the student to be qualified for the program. There is no completion document for the Track and the refund and complaint policies are the same as outlined in 6.1 & 8.4.

For each of these classes, at [www.animschool.edu](http://www.animschool.edu) students

can choose which instructor and time/day work best for them.

Some students are able to bypass classes based on their prior work and student experience. To be considered for that, email your reel/portfolio to [admissions@animschool.edu](mailto:admissions@animschool.edu)

AnimSchool has a **92% graduate job placement rate** for the reporting period ending 2022 (cohorts starting in programs during Oct 2019-Sep 2020, or EasyPay Jan 2019-Dec 2019) 56 employed out of 61 available graduates).

To apply for a Track at AnimSchool, go to [www.animschool.edu](http://www.animschool.edu) and click on “Apply”. To apply for the Program, students register for a Class 4. They will then be considered for the program.

### 3.2 3D Animation Program

In the **3D Animation Program**, students learn the craft of 3D animation, how to move characters and make them perform and act in a convincing way. Students learn about posing, drawing, appeal, principles of motion, acting, and the classical principles of animation. Each week, animators from animation studios like Dreamworks, Sony, Disney, and BlueSky Studios work with the students one-by-one, giving the students an opportunity for growth, right from their homes to yours.

The 3D Animation program’s objective is to prepare graduates for employment as an entry-level 3D animator in the animation industry, including for film, television, advertising, web, visual effects, or gaming.

In the 3D Animation Program, animators learn animation at industry-standard levels, and may take the (standard) feature or game animation emphasis.

### Program Educational Objectives

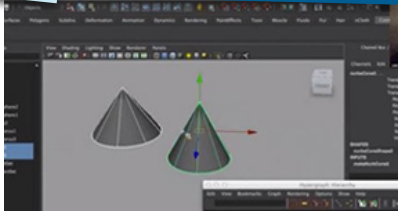
- #1: Students will demonstrate a mastery of body mechanics in animation.
- #2: Students will animate on a level consistent with professional standards.
- #3: Students will create scenes with convincing acting.
- #4: Students will apply supervisory direction appropriately.
- #5: Students will integrate industry-standard workflows into their production process.

## 3D Animation Track

### ANIMSCHOOL Prerequisite Courses

0

#### Introduction to Maya

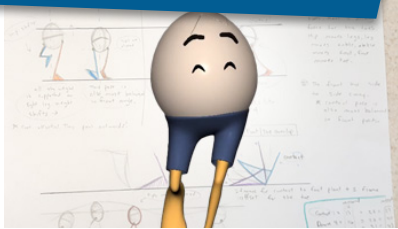


**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 10--20 hours per week is recommended

Learn the basics of Autodesk Maya. This 11-week course explores the Maya interface, working with objects, modeling basics, how to animate objects, apply materials and textures, and use lights and cameras to render your scene. This course was specifically designed for students that are new to 3D, or for students that are transitioning to Maya from a different software package. Students with Maya experience can bypass this course.

1

#### Introduction to 3D Animation



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

An introduction to the principles of animation, applied to simple objects and scenarios. In seven assignments, students animate with balls of different weights, an alien tow-truck ship, and a ball with legs to learn about: timing, arcs, spacing, ease in and out, weight, gravity, drag, secondary action, overlap, follow through, squash and stretch, exaggeration and the basics of bipedal locomotion. Demonstrating these skills becomes the foundation for more advanced techniques learned later in the Animation Track and Program.

2

#### Animating Characters



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

This course teaches the principles of animation applied to character motion and locomotion. Students are now ready to tackle full biped character animation in three animation assignments. Students learn how to maintain balance, understanding where the character's center of gravity is located, sculpting poses for strong silhouettes, shape reversals, how and why a character anticipates a move, motivated action, secondary action and reaction, caricatured motion, how to avoid twinning, appeal in asymmetry, and staging. Students will understand how to create clear actions while being expressive and creative with their character.

3

#### Body Mechanics



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Students learn how to make characters move with more weight, solidity, and believability in action scenarios. They make a biped character move in two assignments, blending different actions to create complex scenes with an emphasis on weight during movement, balance, direction changes, action, realistic force, and Ik/Fk switching. Students also learn quadruped locomotion in a third exercise of animating a dog walk. The class provides students with a strong foundation and understanding of body mechanics so they are able to tackle physical shots in real production environments.

**Next Step: Apply for the Program!**

## 3D Animation Program

### ANIMSCHOOL Program Courses

4

#### Body Acting



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

In this course students create a multi-shot pantomime story, learning body kinematics in the context of acting. Students learn posing, staging, rhythm, solidity, beats/phrasing, appeal, personality, structure, solid and malleable parts, simplicity of form, straights and curves, texture in timing, thorough blocking, moving holds. Multiple shot assignments focus on hookups, screen space, and cameras, knowing shot context and importance. Students express their creativity at a whole new level.

5

#### Character Performance



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

The exercise that animators look forward to: Acting to dialogue. Now that students know body mechanics and pantomime body acting, they are ready to tackle the challenge. Students learn how to select dialogue clips, and how to present the ideas in the audio in an interesting way by clarity of acting choices.

In Character Performance students explore how to make a character seem alive, and how to craft a believable performance.

6

#### Facial Performance



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Students tackle the demanding task of facial acting in more detail. In Facial Performance students dig into the nuances of facial animation that will help you to understand how and why to build stronger facial poses. Explore how the face works as a whole unit and shape, and how the small pieces play a role in delivering subtle changes in the character's thoughts. Instructors dive deeper into facial acting, and demonstrate how strong facial acting infuses depth and personality into your characters.

7

#### Animating Appeal and Entertainment



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Now that students have a solid foundation in moving and acting, the focus shifts to acting choices. This final animation class is designed to help students get that extra spark of life and appeal in their animation. Taught by veteran animators, their goal is to help students learn to make better, entertaining acting choices and to achieve a high level of polish and sophistication. Instructors guide with the broad strokes and the tiny details that will help take students' work to the next level. Students animate new acting shots, and get help polishing their demo reel.

**Next Step: Graduation Review!**



In addition to their regular class, Program students (in the last 4 classes) must participate in at least one session of General Reviews or Art Class weekly, at least 8 out of 10 weeks per term to qualify for graduation. Live attendance to the session or watching recordings count to fulfill the attendance requirement.

After completing all the required courses with a grade C or higher, with the final/highest course a B- or higher, students' accounts are reviewed to confirm their readiness to graduate.

In the 3D Animation Program the final/highest level class is either the course "Animating Appeal and Entertainment" "VFX Creature Animation" or "Advanced Game Animation".

Students may contact administration to confirm their readiness to graduate.

The candidates who are approved for graduation receive their certificate. See more information on this process in Chapter 4.

As an alternative to the film/visual effects/broadcast animation focus of the Animation Program Classes, students can instead branch off **after Class 4, Body Acting** and take our three game courses for a Gaming Emphasis:

## Game Courses

### ANIMSCHOOL Courses

**AnimSchool** offers three gaming courses:

- **Introduction to Gaming Animation**
- **Game Animation Pipeline**
- **Advanced Game Animation**

Game animation students learn the animations, tools, and skills specifically required for working in games.

Students learn about game theory, interaction, working with game engines, importing animation into Unreal Engine, and working in game cinematics.

**AnimSchool** animation students can choose a gaming emphasis, replacing animation classes 5,6 and 7(or take them after completing the program).

5

### Introduction to Game Animation



**11 Weeks**

44 Clock Hours (Lecture and Critique Time)

Outside work: 20-30 hours per week is recommended

Animators learn what it takes to work in the ever changing gaming industry and how make assignments set in a game development environment. Students coming out of the courses will have essential demo reel material required for most video game animator positions for gameplay and cinematics.

Students learn game theory, engines, and a basic understanding of pipeline. Students create player and enemy animations, using AnimSchool's game

character rigs. It's about GAMING! Each week students should send their teacher a current export of their plotted animation (.fbx) to be viewed IN ENGINE and also provide a playblast from Maya from front and side.

They should also be playing new games and come ready to discuss what they liked and didn't like about it.

Prerequisites: Introduction to 3D Animation, Animating Characters, or equivalent experience. A basic understanding of animation principals and body mechanics is a must.

6

### Game Animation Pipeline



11 Weeks

44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

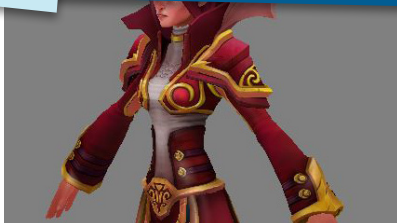
Students learn about working within a game development pipeline using Unreal, while exploring new animation states that broaden their technical abilities.

Students expand their moveset of player and enemy animations like pushing/pulling, climbing, and more!. Students use AnimSchool's quadruped rig, "Hellhound"!

Students must meet system requirements for running Unreal Engine.

7

### Advanced Game Animation



11 Weeks

44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Students create the story moments that make games memorable, put together a story sequence with existing and new animation, and study camera techniques to make game cinematic animations! They learn how to be fast and efficient with their animations and learn how to apply to game studios.

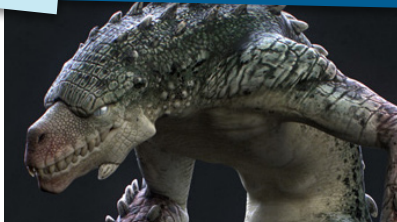
Students must meet system requirements for running Unreal.

## VFX Courses

### ANIMSCHOOL Courses

7

### VFX Creature Animation



11 Weeks

44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

NOTE: This course can be taken instead of Class 7 Animating Appeal and Entertainment or after graduation.

Learn how to animate feature level VFX monsters! Students use real-world background plates and learn how to make monsters move inside real-life environments. Learn advanced techniques for quadrupeds and uniquely moving beasts with nontraditional proportions. Real VFX workflows will be used in this studio level course. This is an advanced level class that requires a proficient understanding of body mechanics. Provides a strong foundation and understanding of creature body mechanics so they are able to tackle shots in real-life environment.

In addition to their regular class, Program students (in the last 4 classes) must participate in at least one session of General Reviews or Art Class weekly, at least 8 out of 10 weeks per term to qualify for graduation. Live attendance to the session or watching recordings count to fulfill the attendance requirement.

After completing all the required courses with a grade C or higher, with the final/highest course a B- or higher, students' accounts are reviewed to confirm their

readiness to graduate.

In the 3D Animation Program the final/highest level class is either the course "Animating Appeal and Entertainment" "VFX Creature Animation" or "Advanced Game Animation". Students may contact administration to confirm their readiness to graduate.

The candidates who are approved for graduation receive their certificate. See more information on this process in Chapter 4.

## 3D Character Track & Program



In the **3D Character Track & Program**, students learn the crafts of modeling and rigging. This is where the characters are made.

Once the student has selected a drawn design, they create the shape in 3D dimensions in the software. Modelers create beautiful sculptures in the 3D software. But it not only has to look beautiful, the arrangements of points and edges also have to facilitate what happens next—articulation. In rigging, students place bones into the body to bend it properly and control the shaping of the form in the myriad of possible poses. Students also articulate the face, segmenting the muscles and motions of the face and head to make the character talk and emote in a convincing and appealing way.

Each week, modelers and riggers, called Character TDs (Technical Director) from animation studios around the world work with the students one-on-one to give them the opportunity for improving their own work.

The 3D Character Program's objective is to prepare graduates for employment as an entry-level modeler or rigger in the animation industry, in the areas of film, television, advertising, web, visual effects, or gaming.

When an applicant is accepted to AnimSchool, they are accepted into a **"Track"**, meaning they can take the **prerequisite** courses for a program in sequence. There are **THREE** prerequisite courses (plus Introduction to Maya if needed).

- Introduction to Maya (if needed)
- Introduction to 3D Modeling
- Introduction to Rigging
- Intermediate Modeling (ZBrush Introduction)

These courses are considered "avocational" - they do not lead to initial employment, but prepare the student to be qualified for the program. There is no completion document for the Track and the refund and complaint policies are the same as outlined in 6.1 & 8.4.

After completing those courses, students can **apply for the program** by registering for Class 4. Their student work is reviewed by AnimSchool's Review Board and the student is then notified if they are accepted into the **"Program"**.

Accepted students can then take any 4 of these courses (so long as they have filled the prerequisites for any course (e.g. Intermediate Rigging comes before Advanced Rigging)).

- Intermediate Rigging
- Introduction to Lighting
- Environmental Modeling
- Advanced Rigging
- Advanced Production Modeling
- Rigging Automation
- Materials & Texturing
- Advanced ZBrush

If a student is not accepted in the program at that point, they should retake the prerequisite course to strengthen their skills to reapply next term.

During the Program, students focus more specifically on their area of greater interest, covering more of the technical, rigging classes, or the aesthetic, modeling, lighting and materials classes.

### Program Educational Objectives

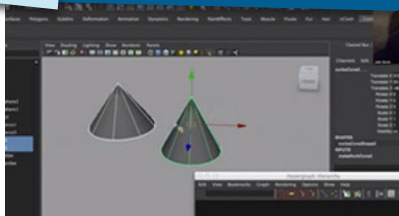
- #1: Students will create appealing models or rigs.
- #2: Students will demonstrate mastery of industry standard topology techniques and deformation requirements.
- #3: Students will develop expertise in an area of emphasis (e.g., character rigs or digital sculptures).
- #4: Students will apply supervisory direction appropriately.
- #5: Students will integrate industry-standard workflows into their production process.

## 3D Character Track

### ANIMSCHOOL Prerequisite Courses

0

#### Introduction to Maya

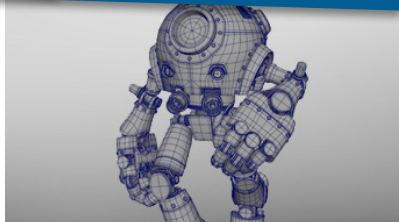


**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 10-20 hours per week is recommended

Learn the basics of Autodesk Maya. This 11-week course explores the Maya interface, working with objects, modeling basics, how to animate objects, apply materials and textures, and use lights and cameras to render your scene. This course was specifically designed for students that are new to 3D, or for students that are transitioning to Maya from a different software package. Students with Maya experience can bypass this course.

1

#### Introduction to 3D Modeling

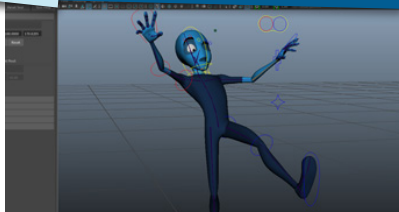


**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

An introduction to the principles of polygon modeling, applied to simple objects. Learn professional topology layouts for hard surface and character modeling. Students learn modeling workflows to achieve desirable shaping, and common rest states for rigging. Students model organic and inorganic objects, a real-world household object, model a designed vehicle, and a designed character bust. Students learn how to effectively interpret a design and realize that vision in 3D space. Students will also be taught about visual appeal, and how to make their models

2

#### Introduction to Rigging



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

An introduction to the principles of rigging, applied to simple objects and scenarios. Riggers take a completed character or prop model and use the concepts learned in this class to prepare it for deformation and action. Students learn basic rigging concepts including hierarchies, constraints, skinning, blendshapes, connections, joints, orientation, inverse kinematics, expressions, math nodes, xray, curve controls, custom attributes, sets, Set Driven Keys, and hypergraph connections.

3

#### Intermediate Modeling (ZBrush Introduction)



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Students learn how to use ZBrush software, learning the unique interface and workflows. Students sculpt a character from a stylized character design approved by the instructor. This course teaches professional modeling workflow and practices so students can sculpt appealing characters. Students tackle advanced body and facial modeling and learn the landmarks including: how to evaluate a model from multiple vantage points, how to simplify lines, what to look for to reveal model problems.

Students also sculpt clothing a hard surface object or set piece for their

character.

**NOTE: This course requires the purchase of the student version of ZBrush, typically \$450.**

**Next Step: Apply for the Program!**

## 3D Character Program

### ANIMSCHOOL Program Courses

# Pick 4

#### Intermediate Rigging



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Students build on the basic concepts and begin complete body rigging. Students use the rigging concepts to place joints into their character model and skin the parts. Rigging controls like forward/inverse kinematics, twisting, and world/local constraints are added for ease of use during posing. Then shapes and customizations are applied to refine deformations. Concepts such as multiplier attributes, lattices, wrap-, nonlinear-, and wire deformers, beginning Python scripting, gimbal avoidance are covered.

#### Materials & Texturing

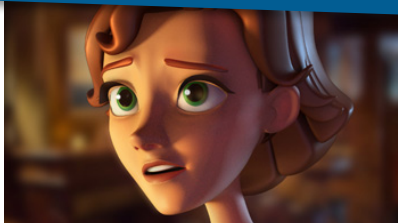


**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Students learn how to apply materials and detailed textures using Substance Painter and Maya.

Especially in game studios, for many Character Artists studio positions, they are expected to be able to apply materials and textures to their models. So we offer this course to learn modern “layered” texturing approaches using the popular newer software, Substance Painter.

#### Introduction to 3D Lighting



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Learn the basics of 3D lighting in Maya from working pros, in live classes. Learn the principles of light, shadow, color, composition, and staging. Students learn the lighting theory and the application of tools to render great images using Maya’s tools.

After learning how to make 3D assets, students learn how to make the 3D imagery beautiful.

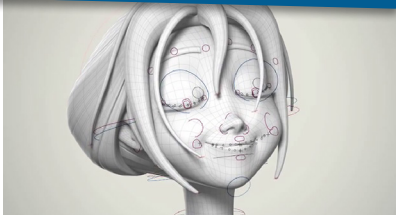
#### Advanced Production Modeling



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Advanced Production Modeling students will focus on creating a portfolio level character model. Students will be guided through the entire process from selecting and interpreting a design, thru modeling an appealing character with proper topology and edge flow. The finished characters will be prepared for deformations and rigging.

## Advanced Rigging



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

In this course, students learn facial rigging. Our students learn facial rigging techniques that will help them break up facial articulation into the most usable set of functions and shapes and provide a greater range of motion. Students take their deformation work to a higher level of refinement, and develop their grasp of complex rigging issues to make performing characters. (pre-requisite: Intermediate Rigging)

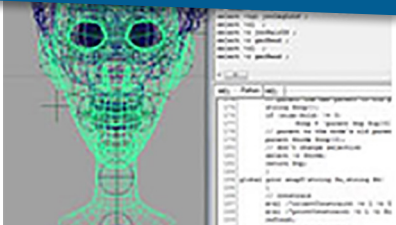
## Environmental Modeling



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Students learn how to make buildings, interiors, exteriors, and set pieces. Use rhythm and style to make their sets shine. Learn the secrets of set modeling, with instruction in UVs, cloth simming and particle distribution of elements. Learn studio pipeline needs: Asset Management, Previs, Cameras and lights.

## Rigging Automation & Tools Development



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Modern rigging does not rely on hand-making rig parts for each character. Auto-rigging scripts and tools make many tasks easy. They take data like input positions and number of spine joints needed and then build a control rig in a few mouse clicks. With the control rig built, optimally, Character TD's spend most of the rigging effort per character on the deformation rig. Building those tools and modifying them for a production's needs is a large part of the rigging process. This requires a rigger/Character TD be proficient at scripting languages.

## Advanced ZBrush



**11 Weeks** 44 Clock Hours (Lecture and Critique Time)  
Outside work: 20-30 hours per week is recommended

Students learn how to create a detailed film quality CG character using industry standard techniques. Students translate 2D concept art into eye-catching fully lit and painted 3D characters. Students will learn time-saving approaches in how to use Zbrush to sculpt believable anatomy. Covers: Proportions, forms, and fine details of the face and body Substance painter as well as Arnold look dev/rendering. Take your ZBrush sculpting and anatomy knowledge to the next level.

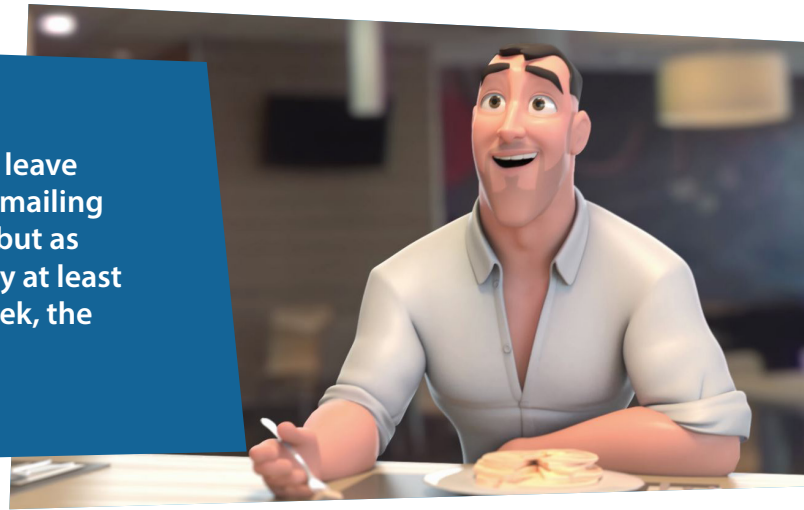
In addition to their regular class, Program students (in the last 4 classes) must participate in at least one session of General Reviews or Art Class weekly, at least 8 out of 10 weeks per term to qualify for graduation. Live attendance to the session or watching recordings count to fulfill the attendance requirement.

After completing all the required courses with a grade C or higher, with the final/highest course a B- or higher, students'

accounts are reviewed to confirm their readiness to graduate.

In the 3D Character Program, the final/highest level course is one of the highest level of the Program course options taken, for example "Advanced Production Modeling""Advanced Rigging" or "Environmental Modeling", the class that best corresponds to the student's career goal, since our goal is to support the career path of the graduate. Students may contact administration to confirm their readiness to graduate.

Students wishing to take an unexpected leave of absence during a term may do so by emailing [admin@animschool.edu](mailto:admin@animschool.edu) with a request, but as stated above, will still be obligated to pay at least 2/3 the term's tuition, of after the 7th week, the entire term's tuition.



For more details on classes, see Class Listings at <https://www.animschool.edu/ClassListing.aspx>. There you can choose a particular timeslot and instructor for a given class

### 3.4 Accreditation

**AnimSchool**, an online animation school, has achieved accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC), a recognized accrediting agency by the U.S. Department of Education. Accreditation is a rigorous evaluation process that ensures schools maintain high standards of educational quality. To become accredited, schools must demonstrate compliance with the agency's standards of accreditation, which monitor areas such as student success rates, academic assessment, advisory board reviews, financial soundness, advertising statement accuracy, and admissions policies.

#### What Is Accreditation?

- Accreditation is a validation process that verifies the quality and validity of a school's programs.
- It establishes that AnimSchool's educational offerings meet relevant academic standards.
- Internal and external assessments evaluate AnimSchool's programs to ensure compliance with accreditation standards.

#### Why Is Accreditation Important?

- Accreditation demonstrates to students and potential applicants that AnimSchool maintains a high educational quality.

- The accrediting agency monitors various aspects, including student success rates, educational assessment, advisory board reviews, financial stability, advertising accuracy, and admissions policies.
- The ultimate goal is to ensure that the education provided by AnimSchool aligns with the accrediting agency's expectations.

#### Benefits of Accreditation:

- It helps students make informed decisions about where to pursue their education.
- Assures that AnimSchool meets industry standards.
- Ensures ongoing quality through regular external and internal reviews.

Most schools colleges, universities, and K-12 schools are accredited. Accreditation helps the public, other schools, and potential employers by ensuring that the educational programs offered have attained a level that meets standards developed by experts in that field.

ACCSC: 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201 Phone: 703.247.4212 [www.accsc.org](http://www.accsc.org)

To find out more about accreditation, see <http://www.accsc.org/Accreditation/Overview.aspx>

AnimSchool is a State Authorized school (Utah Postsecondary School State Authorization Act Utah Code Ann. §13-34a ).

Authorization under the Utah Postsecondary School State Authorization Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. **It is the student's responsibility to determine whether the credits, degrees, or certificates from the**

**institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.**

**AnimSchool class credits may not transfer to other schools. You should apply to AnimSchool only if you believe it will offer the education you seek, and not with the intent to transfer credits later to a different college or university.**

### 3.5 What a Certificate at AnimSchool Will Offer You

**AnimSchool** offers a Certificate of Completion upon graduation from a program.

Graduating from an AnimSchool program will prepare you for employment in fields where 3D imagery and animation is used, primarily for the entertainment industries of feature film, visual effects, broadcast, computer gaming, advertising, and illustration. Many of the skills may also be used in these less-related fields: medical, aeronautics, litigation, virtual-reality simulation, architecture, and web design.

**AnimSchool** makes no guarantee that you will find employment upon being awarded an AnimSchool Certificate of Completion. However, because the instructors are industry professionals working at animation studios, you'll be accessing unique learning opportunities right from your home.

Graduates can expect to qualify for entry-level 3D animation industry employment. Typical jobs our graduates obtain include Junior Animator, Animator, Modeler, 3D Artist, Character technical director, Rigger, Technical Animator, and Game Artist.

### 3.6 Clock Hours

Each Track and Program Class consists of 44 instructional Clock Hours (Including lectures and Critiques)

In addition, students are expected to devote approximately 20-30 hours per week to the homework assignments per class. More time is recommended.

For each Track or Program class, there is an approximately 1.5-2 hour lecture session per week, and a separate "Critique Time" session of 1-3 hours per week, occasionally these two sessions may be combined due to a small class size. Students should spend at least one hour per week interacting with other students and instructors on the Recent Gallery/student Facebook group, and in comments to others' assignments on their assignment pages, and likely more hours will be appropriate.

Program students are required to attend or watch at least one General Review or Art Class a minimum of 7 out of the 10 weeks of the term. Participation in different sessions of General reviews is acceptable.

**General Reviews and Art Classes:** There are multiple sessions of General Reviews offered each week, each session lasting for approximately 3 hours. Students should anticipate at least 30 minutes of additional preparation each week.

**Art Classes** are usually offered once each week and run for approximately 2 hours per session. Students participating in the art class should also anticipate spending at least 2 additional homework hours per week.

Students are welcomed and encouraged to make use of both General Reviews, and the Art Class. (Students may even submit work for review in up to 2 different sessions of General reviews each week.

Clock hours for the General Review / Art Class approximately: 35 hours Clock hours per term.

### 3.7 Explore: Switch Programs If Needed

You're excited about the field of 3D animation! Because we offer two programs, AnimSchool will help you discover where you can best contribute in the world of 3D animation.

If you discover you aren't excelling in the 3D Animation program, you can switch to the 3D Character program, to learn modeling and rigging. Or, if it isn't working out in the 3D Character program, you can easily switch to the 3D Animation program.





## Chapter 4

- 4.1 Grading System
- 4.2 Graduation Requirements
- 4.3 When Repeating a Class is Necessary
- 4.4 Graduation Candidate Review
- 4.5 Graduation Event

## Grading System

**Students are graded according to their performance for every graded assignment. Most weeks will have an assignment, but not every week's assignment will be graded. Often an in-progress multi-week assignment will be closely monitored and commented upon but not graded until completion.**

The grading system is a U.S. standard A through F letter grade, with a C or higher course grade being required to continue to the next course. If a student fails to receive a C grade or higher, they will be required to retake that course or an equivalent, at their expense, to continue to the next course toward graduation. Grades are reported through the student dashboard.

### Grading System

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Numeric scale	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0
Percentage scale	93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	0-59

## 4.2 Graduation Requirements

To graduate, a student must first be enrolled in the Animation Program or Character program and complete all required courses and the required number of elective courses, each with a C (73%) grade or higher, and grade B-(80%) or higher in the final/highest level course.

In addition to their regular class, Program students (in the last 4 courses ) must participate in at least one General Reviews or Art Class weekly, at least 7 out of 10 weeks per term to qualify for graduation. Live attendance or watching of recordings counts. Students must abide by the standards of conduct and resolve any such issues, probation status, or non-payment status.

### Animation Program Graduation Requirements:

- Body Acting 44 Hours
- Character Performance OR Intro to Game Animation 44 Hours
- Facial Performance OR Game Animation Pipeline 44 Hours

- Animating Appeal and Entertainment OR 44 Hours
- Advanced Game Animation OR VFX Creature Animation
- General Reviews / Art Class Term 1 35 Hours
- General Reviews / Art Class Term 2 35 Hours
- General Reviews / Art Class Term 3 35 Hours
- General Reviews / Art Class Term 4 35 Hours

Total Instructional Clock Hours: 316

### Character Program Graduation Requirements:

Students must take 4 of the following: (Each of these courses is 44 Hours)

- Intermediate Rigging 44 Hours
- Advanced Rigging 44 Hours
- Advanced Production Modeling 44 Hours
- Rigging Automation and Tools Development 44 Hours
- Environment Modeling 44 Hours
- Introduction to 3D Lighting 44 Hours
- Materials and Textures 44 Hours

In addition to the courses above students must take each

of the following:

- General Reviews / Art Class Term 1	35 Hours
- General Reviews / Art Class Term 2	35 Hours
- General Reviews / Art Class Term 3	35 Hours
- General Reviews / Art Class Term 4	35 Hours

Total Instructional Clock Hours: 316

Students in the Program Courses (classes 4-7) in either program will have one and a half times the necessary terms to complete that program before automatically being withdrawn from that program, and becoming Express Students. For students using the “Per Term” or “Per Month” payment plans, this amounts to 6 available terms (18 months) to complete all four Program courses. For Students using the EasyPay Payment Plan, they must complete the four courses within 9 terms (27 months). Please see Section 4.4 for more details on the graduation process.

Upon graduating, students retain full access to the AnimSchool website, and the right to use all AnimSchool character rigs and all future AnimSchool characters which are associated with the classes they passed as well.

Students must complete at least 25% of the program at AnimSchool to be eligible for graduation.

### 4.3 When Repeating a Class is Necessary

Students must get a C grade or higher in the previous class to proceed to the next course in the sequence.

Assignments are graded through the term to give a general idea about student progress, but in the final grading determination, instructors have the responsibility to make a judgement about the students’ readiness for the next course considering the completed work, regardless of the assignment grades leading up to the final result. Accordingly, it may be possible for assignment grades throughout the term to numerically suggest a barely-passing course grade, but receive a non-passing grade in the final assessment.

Sometimes, a student may be given a borderline passing grade by their instructor but strongly recommend that the student retake the course for a better foundation. Borderline passing is not enough to succeed in the industry at the quality level our graduates normally find work. The instructor of the next course may recommend the student retake the previous course and pass with a better result before continuing on.

Our philosophy at AnimSchool is to help students grow to a point where they are employable. We expect every graduate to have the skill sets that studios require in their employees. In order to be successful in our mission as educators, we will be completely honest about the students’ abilities. This philosophy is in place to help them achieve a level of quality necessary to acquire studio jobs. Because of this, instructors may issue a non-passing grade which will require the student to retake a course.

It is important for students to understand that if we require them to repeat a class before qualifying for the next course, we have their best interest at heart. If they have not gained the skill set, or the ability to artistically discern the level of quality needed in a specific class, then the obvious solution is to repeat the class. This is a natural part of the journey to becoming a better animator, modeler, rigger, or 3D artist. We know what students need to learn in each class, and it would be unethical and unfair for our instructors to push them forward when they have not learned the materials. Students will grow more in your future classes, if they have a solid grasp on all classes taken previously.

The animation industry is a very competitive field. With a foundation of solid fundamentals, students will have a greater chance to improve rather than pushing forward as a mediocre student. Remember, the studios are looking for the best applicants, not the students that barely graduated. Our mission is to make sure students are the very best they can be to secure their dream career.

We understand that repeating a class can add some financial obstacles. To help ease those obstacles we offer the EasyPay Program along with the ability for students to take a term off with the option of paying for access to the site. This gives them access to attend General Reviews to get added help they may need.

If students feel they can’t afford to retake a class, know that it is far better to master the earlier skills, even at the cost of perhaps not taking the last course. Many of our students have gotten jobs with excellent work from earlier classes.

AnimSchool has a **92% graduate job placement rate** for the reporting period ending 2022 (cohorts starting in programs during Oct 2019-Sep 2020, or EasyPay Jan 2019-Dec 2019) 56 employed out of 61 available graduates).

## 4.4 Graduation Process

After all the courses have been completed with a grade of C (73%) or higher and grade B- (80%) or higher in the final/highest level class, students' accounts are reviewed to ensure they have passed the requisite number of Program courses with a grade C or higher, and having a grade B- or higher in the final/highest level class. In the 3D Animation Program the final/highest level class is either the course "Animating Appeal and Entertainment" "VFX Creature Animation" or "Advanced Game Animation". In the 3D Character Program, it is one of the highest level of the Program course options taken, for example "Advanced Production Modeling" "Advanced Rigging" or "Environmental Modeling", the class that best corresponds to the student's career goal, since our goal is to support the career path of the graduate. Students may contact administration to confirm their readiness to graduate.

Once approved, our Graduate Services will communicate with the graduate to coordinate job searching and readiness and AnimSchool's resources provided. The candidates who are approved for graduation receive a graduation email from our Graduation Support Coordinator and receive their certificate (by mail or hand-delivered at graduation) and are highlighted and congratulated at the next graduation.

Students who have not passed the final/highest course for graduation with a B- or higher may retake that course, to be reviewed for graduation at the end of the following term.

## 4.5 Graduation Event

Once per year, AnimSchool holds a graduation ceremony to honor the graduates completing the course of study during the past year. Usually, graduations are held online in November or December. Graduating students, current students, alumni, and their guests can attend.

Past keynote speakers and presenters have included Tom Bancroft (Supervising Animator, Mushu) and Tony Bancroft (co-Director of Mulan), Bruce Smith (Supervising Animator, Dr Facilier), and Dale Baer, (Supervising Animator, Yzma), Mark Henn (Supervising Animator, Belle, Ariel, Tiana), Michal Makarewicz (Directing Animator, Finding Dory, Cars 2), and Nik Ranieri (Supervising Animator/Animator for Ursula, Lumiere, Jafar, Meeko, Hades, and Emperor Kuzco).

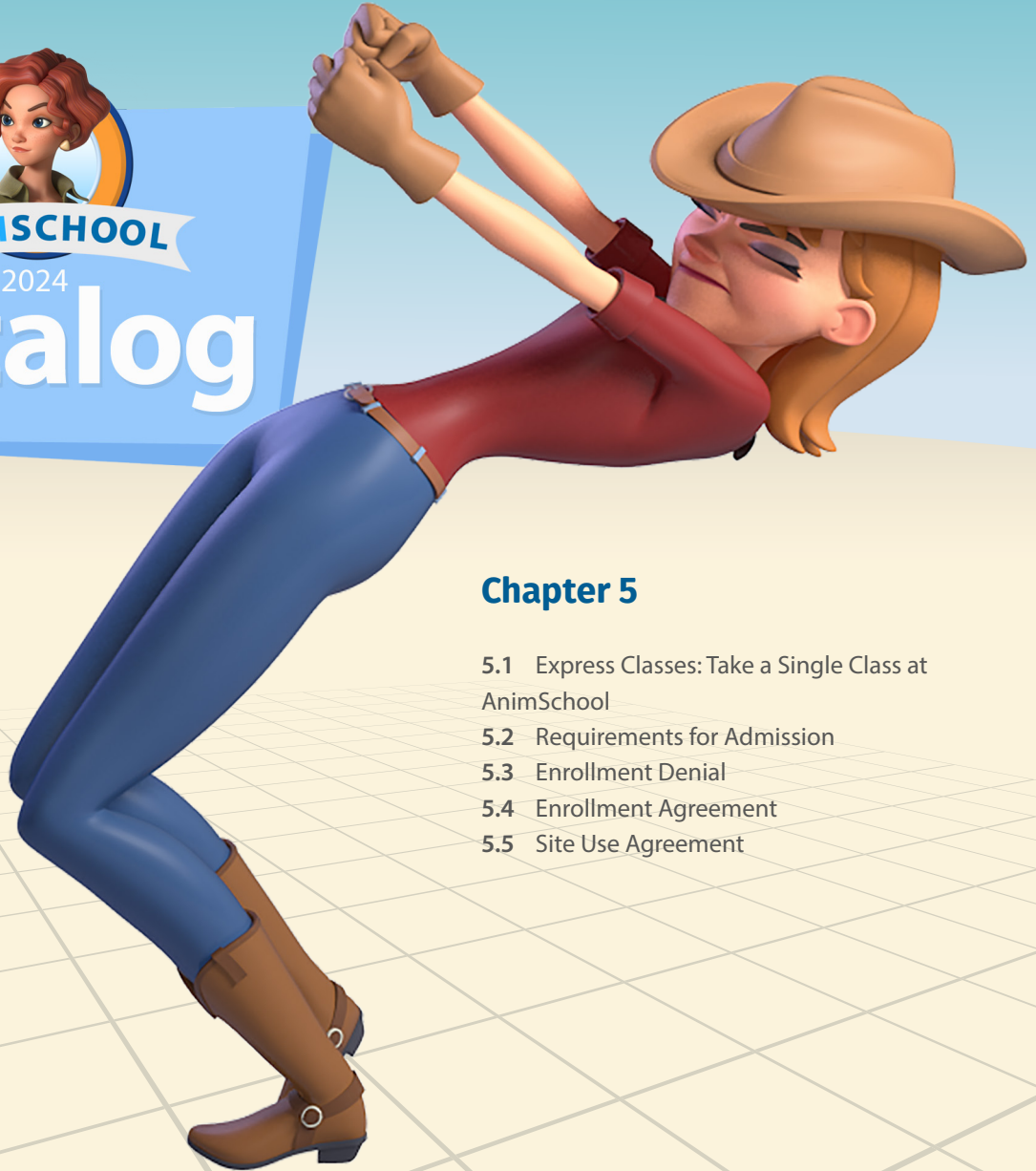




ANIMSCHOOL

2024

# Catalog



## Chapter 5

- 5.1 Express Classes: Take a Single Class at AnimSchool
- 5.2 Requirements for Admission
- 5.3 Enrollment Denial
- 5.4 Enrollment Agreement
- 5.5 Site Use Agreement

## Express Classes: Take a Single Class at AnimSchool



Many animators, modelers or riggers need only to take an intermediate or advanced course to supplement their current knowledge and make them more marketable to companies. For them, taking an entire AnimSchool program isn't needed.

At **AnimSchool**, we offer the unique opportunity to directly apply to a particular class and instructor of your choice, to get just the leg up you need to open new doors.

The "Express" option allows students to take individual classes a la carte style to supplement their education at any point in their career. Students don't have to be accepted into a full AnimSchool program to apply but they must apply to the school, and agree to the terms of service.

But Express students must be accepted into the class. The student submits their work to the AnimSchool staff to be considered. [admissions@animschool.edu](mailto:admissions@animschool.edu)

A student taking an Express class can also choose to enroll in a full program. However, any Express student wishing to graduate from AnimSchool will need to have completed at least four classes while enrolled in a program.

Any student who does not enroll in a class upon finishing an express class will be offered three months of Extra Access to the recordings of their class for free. If that student wishes to keep the Extra Access to their recordings afterwards the cost will be **\$200 dollars per year**. The student may also choose Extra Access Plus for **\$600 dollars per term**; this gives the student access to their class recordings, as well as the General Reviews and the Art Class.

To take a class "Express" go to [www.animschool.edu/SingleClass.aspx](http://www.animschool.edu/SingleClass.aspx)

To apply for AnimSchool, prospective students need to (1) be 18 years or older the first week of class, (2) have basic computer skills on Windows or Mac, and (3) submit a verifiable educational document that proves a high school level of education, this is a requirement that cannot be bypassed.



## 5.2 Requirements for Admission to AnimSchool

### General Information

To apply for AnimSchool, prospective students need to: (1) be 18 years or older the first week of class, (2) have basic computer skills on Windows or Mac. In addition, if students do not have a working knowledge of Autodesk Maya they need to become very familiar with the software before their first term begins. Otherwise, they need to enroll in our Introduction to Maya course for their first term. Students also must have access to a computer capable of running Autodesk Maya. See section 9.1 Hardware and Software Requirements, and (3) Submit a verifiable educational document that proves a high school level of education, **this is a requirement and cannot be bypassed**. One of the following is acceptable: a High School diploma, a G.E.D., a foreign equivalent, an official college transcript\*, or a college degree\*.

\* Non U.S. documents that are college degrees or official college transcripts will be submitted for verification and translation. There is an additional processing fee for occasions when translation and verification cost more than normal. This only occurs for documents from specific countries or institutions; this processing fee will be due upon being accepted into AnimSchool. **High School or equivalent documents are not subject to this processing fee for verification.** See **Table A** on Page 59 for the costs of the processing fee, based on origin of the document.

There are also several institutions that have special verification need. See **Table B** on Page 59 for the costs in regard to specific institutions. **Again, high school documents are not subject to the additional processing fee.**

Submitting the first page of an official college transcript alone is acceptable to lower costs if the document proves college enrolment, lists the student name, school name, and is an official transcript.





## 3D Animation Track

The 3D Animation Track consists of Class 1-3. To be admitted to the 3D Animation Track, applicants must show artistic talent, and typically 3D software ability and animation ability or potential.

## 3D Animation Program

The 3D Animation Program consists of Class 4-7. To be admitted to the 3D Animation Program, applicants must show proficiency at animating using the basic principles and solid body mechanics. Applicants or students registering in class 4-7 have their assignment or portfolio reviewed by the Review Board for consideration.

## 3D Character Track

The 3D Character Track consists of Class 1-3. To be admitted to the 3D Character Track, applicants must show artistic talent, and typically 3D software ability and modeling or rigging ability or potential.

## 3D Character Program

The 3D Character Program consists of Class 4-7. To be admitted to the 3D Character Program, applicants must

show proficiency in modeling and at least basic proficiency in rigging. Applicants or students registering in class 4-7 have their assignment or portfolio reviewed by the Review Board for consideration.

## 5.3 Enrollment Denial

If a student is not admitted to AnimSchool after applying, they will receive a full refund of the application fee. Students may reapply with additional materials the next term to be admitted, if desired. Anyone who is denied will receive an email informing them of denial.

## 5.4 Enrollment Agreement

Prospective students should go to [www.animschool.edu](http://www.animschool.edu) and review the enrollment agreement during the enrollment process to apply. See policy page on [www.animschool.edu](http://www.animschool.edu) for more information on our enrollment agreement.

## 5.5 Site Use Agreement

Students must abide by the provisions described in the AnimSchool website Terms and Conditions of Use, available at [www.animschool.edu](http://www.animschool.edu).





ANIMSCHOOL  
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**Catalog**



## Chapter 6

- 6.1 Withdrawal and Cancellation
- 6.2 Taking a Break While Term is Underway
- 6.3 Class Cancellation or Instructor Substitution
- 6.4 Transferring Classes
- 6.5 Instructor Absence
- 6.6 Unplanned Instructor Absence
- 6.7 Instructor Withdrawal
- 6.8 Term Breaks
- 6.9 Leave of Absence

## Withdrawal and Cancellation

**After registering for the school and paying the \$125 registration fee, students have three business days to change their mind and withdraw from the school. They are then eligible for a full refund of all fees and any tuition paid, including the registration fee.**

Students who withdraw from a program after the initial three-day period must petition the AnimSchool Review Board to be considered for acceptance into a program again.

### 6.2 Taking a Break Or Withdrawing While Term is Underway or Administrative Withdrawal

Students enrolling in a term are expected to stay with the class during that term, regardless of how their work schedules change, or their job situations change. Before they enroll in a term, they should be sure that they can fully commit, and complete the entire term. Students should be sure to have the time and resources to fully participate for the 11 weeks. If unsure about their ability to participate, students have until just before the term begins to withdraw or go on a Term Break. In some situations a student may be able to transfer to another class to accommodate scheduling issues- see section 6.4 of the AnimSchool catalog for more details.

At any point during a term, students may withdraw from AnimSchool or from a specific course. Regardless of the payment method, students are obligated to pay for that term's tuition. The remaining tuition due or any refund will be calculated based on the refund calculations.

Students who withdraw from a program after the initial three-day period must petition the AnimSchool Review Board to be considered for acceptance into a program again.

Administrative withdrawal is initiated by the

school - Students may be withdrawn from a course, Program or withdrawn from AnimSchool entirely.

Students who have not qualified for a leave of absence or opted to use an available term break and who do not select a class by the registration deadline should respond to administrators' inquiries, or they may be subject to automatic withdrawal from AnimSchool.

Students who fail to make satisfactory academic progress (fail a course multiple times) may be subject to withdrawal.

Failure to attend the course entirely, or watch any recordings in a term, may be grounds for administrative withdrawal.

Any necessary refunds will be processed within 30 days of the administrative withdrawal taking effect.

Once enrolled in a term, students have until that term begins to opt out. Students may only take a limited amount of breaks while attending AnimSchool. Students currently enrolled in a track are allowed two breaks. Students that have been accepted into a program may only take one break while taking program classes. In some cases a Leave of Absence may be appropriate. Please refer to section 6.8 and 6.9 in the AnimSchool Catalog for more information. Students wanting to take a break once a term has started and re-enter next term may do that, but as stated will forfeit at minimum 2/3 of

the tuition for that term. If it is beyond the 7th week of the term, there is no credit issued; the full tuition is charged.

Students who exceeded the Personal Breaks allowed will automatically be withdrawn as a program or track student, and any applicable refund or tuition due will be calculated and dispersed according to the refund policy. Students wishing to return after being withdrawn may do so as an Express student, or may petition the Review Board for re-admittance to a program.

Refunds are calculated based on the term week of the stated withdrawal request (assuming no additional classes were attended after the request or school assets accessed or downloaded), Term weeks begin Sunday midnight and end Saturday before midnight Mountain Time. Withdrawal can be initiated by emailing: [admin@animschool.edu](mailto:admin@animschool.edu) or calling 801 765-7677 with a clear request for withdrawal.

Prior to the start of a term a student may withdraw from a class or from AnimSchool for a full refund of tuition paid for the proceeding term, minus any applicable fees.

During the first week of a term, students can withdraw from the term or school but because AnimSchool has already employed their instructors for the term, students are obligated to pay 1/3 of the agreed-upon tuition for the term, even if they cannot participate in the term.

After the first week of a term ends, 11:59pm Saturday Mountain Time and before the 8th week of classes begins, students can withdraw but are obligated to pay 2/3 of the agreed-upon tuition for the term. Beyond the start of the 8th week there is no tuition refund for withdrawing from a course.

Upon withdrawal or graduation from AnimSchool if a student has a Tuition Deposit on file or additional money in their EasyPay Prepay account, it will be refunded to them within 30 days. If they paid by Credit Card, and it's been less than 120 days since their last Credit Card payment, a refund will be issued back to the Credit Card that was used last. If it's been more than 120 days, the refund will be issued via Check,

PayPal, or Chase QuickPay. An email will be sent to the student notifying them of these options, if there is no response within 20 days, a check will automatically be sent to the address on file.

If the refund check gets returned, lost in the mail, or hasn't been cashed within 90 days of the issue date, we will attempt to reach the student using the contact information listed on their AnimSchool account. After 1 year of the check issue date, the unclaimed refund will be forfeited.

Any cancellation or withdrawal refund payments will be issued within 30 days.

Registration, withdrawal, late fees, or other fees will not be refunded.

## 6.3 Class Cancellation or Instructor Substitution

The school may cancel a class when the number of students scheduled is too small, or the instructor withdraws. AnimSchool may also retain a class but substitute another instructor if an instructor withdraws before the start of the term or during a term.

Students will receive a recommendation for an alternative class.

## 6.4 Transferring Classes

Students desiring to change classes to a different time slot and/or instructor may register for a different class at any point before the start of the second week of classes, if there is an available position in the desired class. (If the student misses a class session of the new class as a result of transferring, they are not entitled to a refund.) After the second week students may request a transfer from the AnimSchool Admins. The transfer may only be approved if the desired class has an available position. After the first week of the term students may not transfer to a different course, they may only change times or instructors.

## 6.5 Instructor Absence

If an instructor does not attend a scheduled class due to any reason, intentional or unintentional, students are entitled to a rescheduled class substitution. If you do not receive an email update from the instructor

within 30 minutes of the scheduled class time, the class session should be considered canceled. The instructor or substitute instructor will make every effort to accommodate the most convenient replacement time and day.

## 6.6 Unplanned Instructor Absence

If an instructor does not attend a scheduled class due to any reason, intentional or unintentional, students are entitled to a rescheduled class substitution. The instructor or substitute instructor will make every effort to accommodate the students at the most convenient replacement time and day, however AnimSchool makes no guarantee that the substitution will in fact be at a particular time or day necessary for a student to participate. Remember that students have access to the recordings of each class as well. If a student is not able to attend the substitute class, they are not eligible for a corresponding fractional refund.

## 6.7 Instructor Withdrawal

On rare occasions, instructors may withdraw from teaching a class due to personal circumstances. In such circumstances, a suitable replacement instructor will be found to substitute for the remainder of the term. Students will not be eligible for a refund in that scenario.

## 6.8 Term Break

Admitted students may take a term break for any reason, but only for three terms, consecutive or nonconsecutive: two breaks while enrolled in a track, and one term break during a Program. The administration may take special situations into consideration, so students should contact the Student Administrators with questions about their specific situation.

After three breaks, non-participation will lead to automatic withdrawal as a program or track student, and any applicable refunds will be calculated and dispersed according to the refund policy. Students wishing to return after being withdrawn may do so as an Express student, or they may petition the Review Board for re-admittance to a program. (This applies to program students, not students taking Express classes only.)

Prior to the start of a term student can register for a break

using the link to register for next term, or by emailing: [admin@animschool.edu](mailto:admin@animschool.edu) Students wishing to take an unexpected break during a term may do so by emailing [admin@animschool.edu](mailto:admin@animschool.edu) with a request. Students will still be obligated to pay at least 2/3 the term's tuition, or after the 7th week, the entire term's tuition.

In the event of a break granted during a term, the in-progress letter grade for the class is removed from overall grade calculation. Also, upon reentry, the student must retake that course or its equivalent.

There are two types of breaks at AnimSchool: A Personal Break, and a Break with Access. While on a Personal Break students do not have access to previous recordings, assignments or class materials. There is no charge for a Personal Break. Student on a Break with Access have access to previous class recordings, assignments and class materials as well as access to attend General Reviews and the Art Class. A Break with Access costs \$600 per term.

## 6.9 Leave of Absence

Students may take a Leave of Absence for other unforeseen situations. Qualifying situations include and are not limited to medical needs and situations impacting the student or immediate family members, military service requirements, or jury duty.

Leave of absences may not exceed more than two terms (180 days) during a Track or Program.

If a student fails to return after the granted leave has ended, the student will be withdrawn from AnimSchool and any refund issued. Students may petition to re-join a program at a later date, or may be eligible to continue classes as an express student.

Students can request a Leave of Absence by emailing [admin@animschool.edu](mailto:admin@animschool.edu), and school administrators will approve or deny the leave through written communication with the student.



## Chapter 7

- 7.1 Standards of Progress
- 7.2 Standards of Conduct
- 7.3 Probation
- 7.4 Termination/Dismissal
- 7.5 Attendance and Assignment Submission Standards
- 7.6 Assignments
- 7.7 Use of AnimSchool Character Rigs, Tools and Website
- 7.8 Non-Discrimination Policy

## Standards of Progress

Students must attain a C grade or above each term to count the term's class as a fulfilled prerequisite for another class.

Students who receive below a C grade on a required course, wishing to graduate, must retake the class or an equivalent class at their own expense to maintain eligibility.

This does not apply to classes taken as Express. Express students will receive a grade, but it does not make them more or less eligible to take another class. Students wanting to take express classes in sequence must have either a passing grade from a prerequisite class or an approval from the AnimSchool Review Board for that specific class.

Students in the Program Courses (classes 4-7) in either program will have one and a half times the necessary terms to complete that program before automatically being withdrawn from that program, and becoming Express Students. For students using the "Per Term" or "Per Month" payment plans, this amounts to 6 available terms (18 months) to complete all four Program courses. For Students using the EasyPay Payment Plan, they must complete the four courses within 9 terms (27 months).

### 7.2 Standards of Conduct

Students are expected to maintain professional standards of behavior in their interactions with fellow students, administrative staff, and their instructors. If conduct is unprofessional or would be inappropriate in the workplace, students should avoid it. AnimSchool prohibits harassment, illegal discrimination, derogatory speech, or actions toward another AnimSchool party or any other person, using AnimSchool communications. Discrimination against any person based on race, color, ethnicity, national origin, religion, gender, gender identity or expression, sexual orientation, age, disability, marital status, or any other characteristic is not tolerated at AnimSchool. Students should avoid offensive content in the online communities, messages, and school assignments, including crude language, sexually explicit comments, or comments that could appear derogatory toward others.

Students are required to maintain academic integrity, honesty, and intellectual responsibility. Academic dishonesty is not tolerated at AnimSchool, including plagiarism, cheating,

fabrication, misrepresentation, or any other form of academic dishonesty that goes against AnimSchool's educational values and policy.

Failure to comply with the standards of conduct may result in Academic Probation, up to and including dismissal.

Students should read the Terms of Use statement in the application for AnimSchool and abide by the terms.

### 7.3 Probation

Continued enrollment in AnimSchool requires students' adherence to the terms outlined in the enrollment agreement. In instances where these terms are not followed, a probationary status may be imposed. A probationary period will be imposed when a student does not receive above a C grade in two consecutive courses. A probationary period is a minimum of 1 term. This probationary period serves as a proactive measure, allowing students to rectify any discrepancies or re-establish capacity for academic success. Throughout this phase, clear guidance will be provided, outlining the steps necessary to address and resolve the identified issues. This process offers students ample opportunity to understand and rectify their non-compliance. Failure to address the identified issues will lead to Termination/Dismissal from AnimSchool. We aim to ensure that all students have the necessary resources and guidance to succeed in our programs.

### 7.4 Termination/Dismissal

Any students that fail to abide by the terms of admission, the standards of conduct, the terms of use for the website [www.AnimSchool.edu](http://www.AnimSchool.edu), fail to resolve probation status, or fail to resolve any non-payment issues may be considered for dismissal from AnimSchool. Students should email [admin@animschool.edu](mailto:admin@animschool.edu) to resolve any problem issues. Depending on the nature of the dismissal, students may or may not be allowed to reapply to AnimSchool at a later time or to take Express classes in the future. If a student is dismissed from AnimSchool they may petition the review board and write an essay on how they will change and succeed in the future. They may begin this process by emailing [admin@animschool.edu](mailto:admin@animschool.edu).

## 7.5 Attendance and Assignment Submission Standards

Students should strive to attend all the class sessions in which they are enrolled, and submit their assignments weekly. Not every weekly assignment is graded, so failure to submit an assignment may or may not directly impact the upcoming assignment's grade.

Attendance is tracked digitally through the AnimSchool website. Students who are unable to attend any class session must send a message to their instructor explaining the absence.

Since we are a global school, there are students in some timezones who are unable to attend any of the class time options for a given course. Those students must message their instructor to explain that situation and that they plan to fully participate in all other ways. The student must still upload their assignments and watch the class recording. Those absences are considered excused.

For absences that are excused, those absences will not directly alter the grade, although not participating live may have an effect on the effectiveness of the learning process.

Students are advised that much of the opportunity for learning comes from the direct interaction with the instructor during class sessions, so they should be attended live when possible, or catch up using the class recordings. When unable to attend, students should still upload their assignments each week for offline review, always reminding the instructor of any absence.

There is no make-up work option, however students can contact the instructor and upload late work for grading.

For unexcused absences, or assignments turned in after the due date, the instructors do not review or critique those assignments. Instructors are not expected to review student work outside of the regular class time.

Unexcused absences reduce the resulting course grade by these percentages, subject to the discretion of the instructor.

# absences (classes meeting 1x per week)

3 5% 6 15%

# absences (classes meeting 2x per week)

5 5% 10 15%

## 7.6 Assignments

Each week, students should submit their assignments two hours before their class is scheduled to begin. This gives the system enough time to upload and post the materials, so they will be available for the instructor and other students to review the work during class time. Assignments submitted after that time will be graded as late, which lowers it 10%.

## 7.7 Use of AnimSchool Characters Rigs, Tools and Website

Students may use AnimSchool character rigs and any assets provided for their courses or ones available in the Characters and Tools section while they are students. Students withdrawing from AnimSchool (provided their payment accounts are current), may continue to use those AnimSchool character rigs and assets.

Student access to the AnimSchool website and class recordings is limited to the time they are enrolled in a course. Students withdrawing from AnimSchool do not have continued access to the AnimSchool website or class recordings.

Students taking a term break from AnimSchool do not have continued access to the AnimSchool website or class recordings. Students may pay for "break access", however, to retain access to General Reviews, class recordings, and art classes during their break. Students may request "break access" by contacting [admin@animschool.edu](mailto:admin@animschool.edu).

## 7.8 Non-Discrimination Policy

AnimSchool stands against any kind of discrimination based on characteristics such as race, sex, gender, national origin, disability, marital status, sexual orientation, or military status when considering students for admission, hiring staff, or other activities.

We seek diversity when hiring instructors and staff.

We recognize the struggles of marginalized communities and individuals and strive to make the animation community open to people from diverse backgrounds and experiences.





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## Chapter 8

- 8.1 Placement Services
- 8.2 English Language
- 8.3 Income-Based Discount Program,  
"Global Access"
- 8.4 Student Complaint Policy
- 8.5 Academic Calendar
- 8.6 Student Services

## Placement Services



**AnimSchool** offers services to place students in industry positions upon graduation. Services include job listings and information from contacts with industry recruiters, and a demo reel review with a member of the AnimSchool Review Board.

Graduates retain full access to class recordings, materials, and live General Reviews sessions, allowing them (even though they are no longer in a class) to continue to learn from our instructors in live classrooms after graduating to continue to hone their skills and qualify for industry jobs.

**AnimSchool** cannot guarantee employment upon graduation from a program.

## 8.2 English Language

**AnimSchool** is an English language school. Class instruction is in English.

## 8.3 Income-Based Discount Program: “Global Access”

At AnimSchool, we want to help people all over the world with animation education, of varying economic status. For people with lower-incomes, we provide a special need-based discount program, “Global Access,” with a low cost to access 3D animation talent from professional animation studios. Global Access tuition is approximately ½ the usual cost. Paired with the EasyPay program, the monthly payments can be comparatively very low.

Students are granted the Discount for a certain number of terms. Partial Discounts may be for a limited number of terms, not necessarily the entire 7 term program.

Global Access is a discount program for AnimSchool program students with income-based financial need. The program is intended for those in lower-than-Western-middle-class levels of income. We accept a limited number of Global Access students, and the most qualified will be admitted. Applicants are evaluated based on three criteria: Financial Need Based on Income, Drive to Succeed, and Ability to Sustain Payments.

We accept a limited number of applicants during the Spring and Fall Terms for entrance in Winter and Summer Terms only.

The Global Access program is available for complete program students only. It is not for classes taken individually (“Express”).

Once admitted to Global Access, students must maintain a C or above Grade Point Average to remain in the program. (Financial need is demonstrated by relevant income tax returns or international equivalent. More details provided during the application process at [www.animschool.edu](http://www.animschool.edu).)

## 8.4 Student Complaint Policy

AnimSchool takes all concerns and complaints seriously. No retaliation shall be taken against a student for reporting a complaint. Each complaint is fully investigated and

considered to ensure a continued trust with the student and to ensure AnimSchool is adhering to its own administrative and grading policies.

The student should submit the complaint through email to [admin@animschool.edu](mailto:admin@animschool.edu).

If the student called in to the business phone number or used the LiveChat, they should follow up with an email outlining the complaint issue.

At least two members of the administrative staff review the complaint to evaluate its merits. Greater issues are escalated to involve the wider administrative staff in a meeting. When a complaint involves the performance of an instructor, the administrative staff reviews at least three recorded class sessions and other class data to evaluate the merits of the complaint. Details of a complaint are most often weighed against AnimSchool policy and what students can reasonably expect from our advertised and stated offerings.

If a complaint is found to have merit, in whole or in part, AnimSchool will take appropriate remedial action to resolve the complaint promptly. Some details of internal remedial actions may not be related due to privacy issues.

If a complaint is not found to have merits, AnimSchool will inform the student of the outcome.

When a student has a class grading complaint, at least one Review Board member will review the student's assignments to confirm or question the grade. Most often, AnimSchool stands by the grade given by our instructors. A repeated grading complaint will not be reevaluated.

What is not a complaint? A complaint is a suggestion that AnimSchool has not followed our policies or lived up to what students can reasonably expect from our advertised and stated offerings. Students not willing to adhere to AnimSchool policies for assignment deadlines, payments, withdrawal does not constitute an actionable complaint.

If a complaint is not resolved to the satisfaction of a student, they may seek remedial action from an agency governing AnimSchool's operation as a school.

AnimSchool is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Complaints may

be sent to ACCSC at 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201 Phone: 703.247.4212 [www.accsc.org](http://www.accsc.org)

#### 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:

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/StudentCorner/Complaints.aspx>.

AnimSchool is a State Authorized post-secondary school with the Utah Division of Consumer Protection. Any complaints may be directed to the Division regardless of whether the issue has been raised with AnimSchool first. The Utah Division of Consumer Protection can be contacted at: [consumerprotection@utah.gov](mailto:consumerprotection@utah.gov)  
<https://dcp.utah.gov/complaints.html?f=c>  
160 East 300 South, Second Floor. SM Box 146704, Salt Lake City, Utah 84114-6704 Phone: 801-530-6601 Toll-Free: 1-800-721-SAFE

## 8.5 Academic Calendar

AnimSchool operates on a quarterly system of 11 weeks each. Students can apply for the first class any quarter of the year. The AnimSchool website continues to operate on U.S. Federal holidays and Sundays, but AnimSchool offices are closed.

# Academic Calendar 2024

## January 2 – March 18 2024 Winter Term

<b>October</b>	Last month to start monthly easy-pay payments (without makeup payments), Winter Term
<b>December 26</b>	Last day for student to register for Winter Term classes, or withdraw from the term
<b>December 26</b>	Last day for new students to apply to AnimSchool, Winter Term
<b>January 2 - January 8</b>	First week of classes Winter Term.
<b>March 10 - 18</b>	Last week of classes for Winter Term. No new assignments given.

## March 31 - June 15 2024 Spring Term

<b>January</b>	Last month to start monthly easy-pay payments (without makeup payments), Spring Term
<b>March 25</b>	Last day for student to register for Spring Term classes, or withdraw from the term
<b>March 25</b>	Last day for new students to apply to AnimSchool, Spring Term
<b>Mar 31 - April 6</b>	First week of classes Spring Term. Sunday classes moved due to Easter Sunday.
<b>May 27</b>	Memorial Day. Instructor option to move Monday classes to Tuesday. Contact your instructor.
<b>June 9 - 15</b>	Last week of classes for Spring Term. No new assignments given.

## June 30 – September 14 2024 Summer Term

<b>April</b>	Last month to start monthly easy-pay payments without makeup payments, Summer Term
<b>June 24</b>	Last day to register for Summer Term classes, or withdraw from the term
<b>June 24</b>	Last day for new students to apply to AnimSchool, Summer Term
<b>June 30 - July 6</b>	First week of classes Summer Term.
<b>July 4</b>	U.S. Independence day. Classes moved to Tuesday or another day. Contact Instructor.
<b>September 2</b>	Labor day. Monday classes may move to Tuesday or arranged day. Contact Instructor.
<b>September 8 - 14</b>	Last week of classes for Summer Term. No new assignment given.

# Academic Calendar 2024

## September 29 – December 14 2024 Fall Term

July	Last month to start monthly easy-pay payments without makeup payments, Fall Term
September 23	Last day to Apply and register for Fall Term classes, or withdraw from the term
September 29 - Oct 5	First week of classes Fall Term.
November 28	Thanksgiving Day. Thursday classes moved to Wednesday, Friday or other arranged day.
December 8 - 14	Last week of classes for Fall Term. No new assignments given.

## 8.6 Student Services

AnimSchool's student advisors and administrators are always available to help. We know student needs are varied and unique, so there is always a live person at the other end of the help line, not a frustrating automated system.

Some of the issues students face include registering for classes, time-zone issues, payment questions, login access issues, account issues, class recording issues, web browser compatibility issues, assignment questions, Maya file and rig questions, class content issues, career and immigration questions, transcript needs, tax questions.

Students can get assistance in several ways. The most common is to email us:

[payments@animschool.edu](mailto:payments@animschool.edu) for payments issues.

[admin@animschool.edu](mailto:admin@animschool.edu) for students: general issues, account issues

[support@animschool.edu](mailto:support@animschool.edu) for maya, website, recording, or rig issues.

[admissions@animschool.edu](mailto:admissions@animschool.edu) for help with applying for the school

In order to determine eligibility for, and to receive, accessibility services please contact the accessibility coordinator:

[accessibility@animschool.edu](mailto:accessibility@animschool.edu)

Student advisors process email requests and questions in the order of receipt, but if students don't get a response within one business day, they can email again or try another means of contact.

Students can call the office anytime during business hours, Monday - Friday, Mountain Time 9am - 6pm:  
801 765-7677

AnimSchool student advisors and administrators are not normally available during the weekends, from Friday evening until Monday morning.

Students can use the LiveChat feature on the website to directly contact student advisors.

Our street address:  
3585 N University Ave #225  
Provo, Utah 84604

Another way of getting help is General Reviews (see section 2.7). These are extra help sessions with industry pros. The Model/Rig General Reviews are also great to bring for Maya software and scene questions.

There are currently five sessions per week.



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## Chapter 9

- 9.1 Hardware and Software Requirements
- 9.2 Internet Browser
- 9.3 Internet Broadband Required
- 9.4 Webcam Required
- 9.5 School Facilities



## Hardware and Software Requirements

**Students are responsible for providing their own computer hardware and software, as well as purchasing any of the required school books, per class (not a frequent requirement).**

**Students must have access to a computer that meets the needs of the 3D software Autodesk Maya: see [www.autodesk.com](http://www.autodesk.com). As an example, Maya lists these system recommendations for running version 2023 on Windows below.**

Students need a Windows 10 or higher PC (personal computer), or Mac OSX 10.15.x or higher.

Students should have access to a computer that meets the needs of the 3D software Autodesk Maya: see [www.autodesk.com](http://www.autodesk.com).

As an example, Maya lists these system recommendations for running version 2023 on Windows:

- Operating System: Microsoft Windows 11, 10 operating system / Apple® Mac OS® X 12.x, 11.x, 10.15.x, 10.14.x, operating system
- 64-bit Intel® or AMD® multi-core processor with SSE4.2 instruction set
- 8 GB of RAM (16GB recommended)
- 7 GB of free disk space for install
- Graphics Hardware Recommended: see <https://knowledge.autodesk.com/support/maya/troubleshooting/caas/simplecontent/content/maya-certified-hardware.html>
- Three-button mouse

**AnimSchool** does not provide installation or technical software support for getting your computer running with the animation software.

**Because AnimSchool is accredited (ACCSC)**, our students are eligible for Autodesk's free software program. Students may download a free educational version of Autodesk Maya or free while they are a student.

Students are not recommended to use other comparable 3D software. In the 3D Animation program, students will need to use suitably advanced character rigs and AnimSchool provides rigs solely for Autodesk Maya. In the Character program, rigging classes include more software-specific instruction.

Autodesk Maya is the industry standard in high-end productions.

The class Intermediate Modeling /Introduction to ZBrush requires the purchase of a student license of Pixologic ZBrush. Approximately \$450.

### 9.2 Internet Browser

AnimSchool is designed and tested on major browsers Chrome and Firefox on both Macs and Windows. Students should use the latest version of the browser when possible.

AnimSchool program students are eligible for Autodesk's free software program. Because AnimSchool is accredited, students may download a free educational version of Autodesk Maya and other software for free while they are a student.



### 9.3 Internet Broadband Required

Fast "basic broadband" internet access is absolutely required. For best results, students need download speeds of 1.5 Mbps or more and upload speeds of 1.2 Mbps or more.

To find out the speeds you are experiencing on your computer and connection, go to a website such as [www.speedtest.net](http://www.speedtest.net) and hit the Begin Test button.

### 9.4 Webcam Required

Students need to use a webcam with microphone to talk to the instructors and students. Online classes sometimes require headphones as well.

A webcam can also be used to record live planning for animated scenes and to take a picture of drawn assignments.

### 9.5 School Facilities

AnimSchool does not offer classes at a physical facility. Our classes are all online, conducted via live web meetings, with recordings and materials accessible at any time, from around the world.

AnimSchool's resources are web-based, facilitating classroom meetings, uploading and viewing of assignments, grading, download materials, interacting with other students and their work, and registering for classes.





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## Chapter 10

10.1 AnimSchool Costs and Payment

Programs

10.2 Textbook Costs

## AnimSchool Costs and Payment Programs

For information on **student loans**, see section 11.1

There is a one-time enrollment fee of \$125. An applicant who is denied enrollment into a program is entitled to a full refund of the application fee.

If students do not pass a core class with a C grade or higher, they will be required to retake that class at their expense. This will raise the cost of the overall program.

Each Track and Program typically consists of 7 courses, with Intro to Maya as needed, each course lasting a term of 11 weeks. Programs also require 4 terms of General Reviews or Art Class attendance. There is no additional charge for General Reviews or the Art Class.

Students must supply their own computer hardware and 3D animation software. The personal computer can cost a few hundred to over a thousand dollars.

The 3D animation software can now be obtained free through Autodesk's free educational software program. Instructions are issued after a program student is admitted.

Tuition payments with the current price can be used on any of the 3 payment schedules. Tuition is charged to the student's account at the beginning of each term for the purposes of the tuition refund calculation.

### Tuition Payment Options

#### Pay per term

**\$1620**  
Per term

The pay per term option is for students who wish to pay each term's tuition in 1 lump sum payment. Upon enrollment, the tuition for your 1st term will be due. Once your payment has been submitted you will have access to

General Reviews and the art class for the current term.

After your first term at AnimSchool, tuition for your subsequent classes will be due on the 25th just before the term start date. Your account will prompt you for payment on that day.

The standard tuition rate for 1 term is \$1,620. ( except the software class Introduction to Maya, which is \$595).

For students who choose to pay each term. This is not an automatic payment; they must submit payment Manually each term. Tuition payment is then due on the 25th of the month before the term begins.

#### Pay per month

**\$540**  
Per month

**TWO monthly payments  
are made before your  
very first term begins.  
(one for Deposit)**

Our pay-per-month option allows students the flexibility of splitting the term tuition rate into 3 equal payments, to be paid over the term. There are no extra fees for this service, although we do require a tuition deposit and Automatic Payment setup.

Upon acceptance to a track or program, all monthly paying students pay a tuition deposit equal to 1 payment. The deposit is held on account for the student's final month of classes or returned after the final month of classes. After the deposit is paid, your 1st tuition payment will be due on the 25th just before the term start date.

Deposit payment hardship: Students enrolling in the month before classes begin may be unable to pay both the deposit and the 1st monthly tuition payment. In that case, contact [payments@animschool.edu](mailto:payments@animschool.edu), and arrange a payment plan to make up your deposit.

Students on the monthly payment option must maintain a valid credit or debit card on the account for automatic payments. Once Automatic Payments have been setup,

you will be notified with details via email. Payments will be drawn each month automatically, unless requested otherwise.

3 payments. Payments are due on the 25th monthly. Payment 1 is due before classes start.

Under the monthly payment plan, each term's tuition is paid in

### Monthly Payment Plan Sample Schedule

Term	Description	Tuition	Deposit	Net Term Charges	Payment 1	Payment 2	Payment 3
		Term Charges			Scheduled Payments		
0	Intro Maya*	\$595	\$540	\$1135	\$595		\$540
1	Class 1	\$1,620		\$1620	\$540	\$540	\$540
2	Class 2	\$1,620		\$1620	\$540	\$540	\$540
3	Class 3	\$1,620		\$1620	\$540	\$540	\$540
4	Class 4	\$1,620		\$1620	\$540	\$540	\$540
5	Class 5	\$1,620		\$1620	\$540	\$540	\$540
6	Class 6	\$1,620		\$1620	\$540	\$540	\$540
7	Class 7	\$1,620	\$(540)	\$1080	\$540	\$540	-
	<b>Total</b>			<b>\$11,935</b>			

There is a one-time application fee of \$125 that is not included on this chart. Payments are due on the 25th monthly. Payment 1 is due before classes start.

\*Students with sufficient Maya software experience may bypass Introduction to Maya class, removing that \$595 amount.

The DEPOSIT is due 2 months after your payment for Intro Maya and is applied to the student's last term's tuition. Note no payment due for Payments 3 of the last term.

NOTE: Total tuition charged is dependant on the student's academic progress. Students can apply to bypass a course for an area they may already be qualified in. That would reduce the overall tuition cost. Or if a student does not pass a class, they will be required to retake the class, which adds one term's tuition charge.

### EasyPay Payment

**\$362**  
Per month

We at AnimSchool do not want students to be unable to attend due to finances. So we have designed a unique payment plan that reduces the monthly payment amount. This makes receiving

an advanced education from 3D professionals at animation studios even more affordable.

Students enrolling in a program may participate in the AnimSchool EasyPay Program. In this program, students take twelve months longer to go through the AnimSchool program (33 months total if no classes are repeated), but pay a lower amount each month than the regular monthly payment plan.

Under the current price of \$1,620 per term the monthly payment for EasyPay is \$362. Payments begin three months before your program classes start (or makeup payments can be made). During Class 7 there will only be 2 payments due, with the last

being reduced to \$184.

On EasyPay, the tuition payments for 2 classes/terms are spread over 3 terms resulting in 9 lower monthly tuition payments rather than 6 regular monthly payments. Each set of 2 classes is preceded by an EasyPay Recess. During an EasyPay Recess students continue to make their monthly payment while they take a break from their regular classes. The payments a student makes during a recess accumulate as EasyPay PrePay that will be applied to the following 2 classes, reducing their payments for each class.

**During an EasyPay Recess students continue to have access to the AnimSchool website and resources.** They can attend General Reviews to get help (critiques), access class recordings,

and attend art classes. Students are able to get help from the community and instructors in the forums and student/teacher facebook group. This gives EasyPay students the opportunity to continue animation or character exercises and prepare for the next term.

There are 4 EasyPay Recesses to take 7 Classes at AnimSchool. Repeating classes increases the overall cost, which will result in another EasyPay Recess or increase in payment amounts.

**On EasyPay, the tuition payments for 2 classes/terms are spread over 3 terms resulting in 9 lower monthly tuition payments rather than 6 regular monthly payments.**

## EasyPay Payment Plan Sample Schedule

Summary	Term	Description	Tuition	EasyPay Prepay	Term Fee*	Net Term Charges	Payment 1	Payment 2	Payment 3
			Term Charges			Scheduled Payments			
Maya due after enrollment	0	Intro Maya*	\$595	-		\$595	\$595		
Tuition for 2 classes spread over 3 terms**	1	EasyPayRecess	-	\$1,080	\$6	\$1,086	\$362	\$362	\$362
	2	Class 1	\$1,620	\$(540)	\$6	\$1,086	\$362	\$362	\$362
	3	Class 2	\$1,620	\$(540)	\$6	\$1,086	\$362	\$362	\$362
Tuition for 2 classes spread over 3 terms**	4	EasyPayRecess	-	\$1,080	\$6	\$1,086	\$362	\$362	\$362
	5	Class 3	\$1,620	\$(540)	\$6	\$1,086	\$362	\$362	\$362
	6	Class 4	\$1,620	\$(540)	\$6	\$1,086	\$362	\$362	\$362
Tuition for 2 classes spread over 3 terms**	7	EasyPayRecess	-	\$1,080	\$6	\$1,086	\$362	\$362	\$362
	8	Class 5	\$1,620	\$(540)	\$6	\$1,086	\$362	\$362	\$362
	9	Class 6	\$1,620	\$(540)	\$6	\$1,086	\$362	\$362	\$362
Tuition for 1 class spread over 2 terms †	10	EasyPayRecess	-	\$1,080	\$6	\$1,086	\$362	\$362	\$362
	11	Class 7	\$1,620	\$(1,080)	\$6	\$546	\$362	\$184	-
<b>Total for 7 classes</b>					<b>\$66</b>	<b>\$11,935</b>	<b>\$12,001</b>		

There is a one-time application fee of \$125 that is not included on this chart.

\*Term Fee: EasyPay students are charged an \$6 service fee for each term of their EasyPay Plan.

\*\* Tuition for 2 classes spread over 3 terms (1620 + 1620/3 + \$6 term fee= 1,086 per term)

† Tuition for 1 class spread over 2 terms (\$1,086 due first term of this section, \$546 due the last term)

NOTE: Total tuition charged is dependant on the student's academic progress. Students can apply to bypass a course for an area they may already be qualified in. That would reduce the overall tuition cost. Or if a student does not pass a class, they will be required to retake the class, which adds one term's tuition charge.

## 10.2 Textbook Costs

Students should buy the required textbooks for the course they are enrolled in, and should consider recommended textbooks. Recommended textbooks may be listed when you sign up for an individual class.

### Character Program:

- The Artist's Complete Guide to Facial Expression by Gary Faigin **\$17**

### Recommended :

- Constructive Anatomy by George Bridgman **\$9**
- Human Anatomy for Artists: The Elements of Form by Eric Goldfinger **\$51**
- Python in a Nutshell by Alex Martell **\$27**
- Complete Maya Programming - Part I **\$35**
- Complete Maya Programming - Part II **\$51**
- [python.org](http://python.org) **Free**
- Stop Staring: Facial Modeling and Animation Done Right by Jason Osipa **\$32**
- Digital Lighting and Rendering (2nd Edition) ISBN-10: 0321316312 **\$41**

### Animation Program:

- The Illusion of Life: Disney Animation by Ollie Johnston and Frank Thomas **\$40**
- The Animator's Survival Kit by Richard Williams **\$20**

### Recommended :

- Character Animation Crash Course! By Eric Goldberg **\$23**
- Drawn to Life: 20 Golden Years of Disney Master Classes, Volume 1 and 2 by Walt Stanchfield **\$40**
- The Visual Story by Bruce Block **\$23**
- Film Directing Shot by Shot by Steven Katz **\$20**
- Draw the Looney Tunes by Dan Romanelli **\$23**
- Timing For Animation by Tom Sito **\$20**
- Manwatching: A Field Guide to Human Behavior by Desmond Morris **\$12**
- Emotions Revealed: Recognizing Faces and Feelings to Improve Communication and Emotional Life by Paul Eckman **\$11**

## 10.3 Software Costs

Because AnimSchool is accreditate, there is currently no charge for the students to use Autodesk Maya.

The class Intermediate Modeling /Introduction to ZBrush requires the purchase of a student license of Pixologic ZBrush. Approximately \$450.



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## Chapter 11

- 11.1 Student Loans
- 11.2 Late Payments
- 11.3 Transfer of Credits to AnimSchool /  
Bypassing Classes
- 11.4 Apply at AnimSchool.edu
- 11.5 Administrators and Instructors



# Student Loans

11.1

Qualifying applicants can get preapproved for a private student loan from lender ClimbCredit.

AnimSchool partner ClimbCredit offers student loans for our students who are U.S. citizens or permanent residents only. International students may also qualify with a U.S. co-borrower. **AnimSchool does not participate in any Income Sharing Agreements (ISA).**

If you qualify, get pre-approved for a ClimbCredit student loan here:

<https://climbcredit.com/apply/animationschool>

Through ClimbCredit, students can start off with low interest-only payments with full payments starting only after 27 months, or start full payments right away.

Options for ClimbCredit loans:

**Non-Deferred Payments** (principal payments begin when starting - higher payments, lower overall cost)

Payment amounts vary based on credit score and length of loan, ranging from \$243-420 monthly.

or

**Deferred Payments** (interest only payments until expected graduation - lower initial payments, higher overall cost)

Payment amounts vary based on credit score and length of loan. During up to 27 months, the payments can be from \$77-144. After deferred period ends after anticipated graduation, payments increase to full monthly payments of \$330-420.

Most students taking out a ClimbCredit loan will want to choose their Full Program option for the full financing:

24 month Full Program - ( 12 mo Track + 12 mo Program)

For those who have been approved to bypass courses, they may need only 18 or 12 months worth of financing:

18 month Half Track & Program only (advanced placement approval required)

12 month Program only (advanced placement approval required)

Getting pre-approved is immediate and does not effect your credit score. After you get pre-approved you would then decide if you want to proceed with a loan. After pre-approval you can discuss the loan options with us and decide whether to proceed. Getting a loan does affect your credit score.

For pre-approval, as a starting point you can select the option "Full Program" on the 2nd page. Enter the start date for the term you want to begin. For example you can set the dates for Winter 2023 January 5 2023 - Dec 30 2023 and the full loan amount 11,435 to cover the classes. Those dates and the borrowed amount can be edited later, so that is just a starting point.

Upon having a loan approved and enrolling in a term, students make a **\$500 Tuition Deposit** for Climb Credit payments. That is the initial payment to begin schooling and is applied as payment toward the total tuition amount that will be owed.

If a student drops out of the Track/Program, they have any usually-calculated refunds credited. Students do not incur charges for terms when they were not registered for a class. So a student may initially take out a loan for the full amount but if they later change their mind and drop out, their loan amount will be adjusted to only the terms they registered for.

As an alternative to student loans, we also offer Monthly payment plans and our Easy-Pay Program is available for Track/Program students. Those options are not limited to U.S. citizens and permanent residents. See the previous section for more information.

## 11.2 Late Payments

New students must pay before the term begins, in order to enroll. Enrolled students must keep their payments current to maintain status at the school and retain access to the AnimSchool student website and assets. To register in a particular class for the following term, existing students must be current with their tuition.

Existing students must pay for the upcoming term by the 25th of the month before classes start. Students who fail to pay may have their access restricted to the student AnimSchool website. Students should then call or email the Payments Department, at [payments@animationschool.edu](mailto:payments@animationschool.edu) to bring their account current and resume student status. If students need to arrange a different due date, the Payments

can work with them as long as it is within the seven day grace period. Existing students who fail to pay for the current term must contact the Payments Department and arrange payment to avoid having their AnimSchool account suspended.

Students on the monthly payment option must maintain a valid credit or debit card on the account. Monthly payments will be withdrawn automatically on the 25th of each month. If a card is declined during the attempt at processing, the student will be notified by email and they will have seven days to make a manual payment on the AnimSchool website. If students need to arrange a different date for the automatic payment, the Payments Department can arrange that as long as it is within the seven day grace period. Following the seven days, monthly payment students must contact the Payments Department at [payments@animschool.edu](mailto:payments@animschool.edu) to arrange payment and avoid having their AnimSchool account suspended.

Students on the Easy-Pay program must maintain a valid credit or debit card on the account. Monthly payments will be withdrawn automatically on the 25th of each month. If a card is declined during the attempt at processing, whether during a term or during a scheduled Easy-Pay break, the student will be notified by email and they will have seven days make a manual payment on the AnimSchool website. If students need to arrange a different date for the automatic payment, the Payments Department can arrange that as long as it is within the seven day grace period. Following the seven days, monthly payment students must contact the Payments Department at [payments@animschool.edu](mailto:payments@animschool.edu) to arrange payment and avoid having their AnimSchool account suspended.

Express students who are taking classes a la carte style, and are making monthly payments, must pay a Class Deposit, which is equal to the monthly tuition payment amount. This deposit is due at the time students register for a class. The first monthly tuition payment will be then be due the 25th of the month before classes start, regardless of the time between payments. The 2nd payment will be due the 25th of the following month, and the Class Deposit will then be credited to the last month of the term. If Express students wish to take another class the following term, they will need to pay another Class Deposit. Payments must be paid within seven days of the payment due date. If students need to arrange a different date for the automatic payment, the Payments Department can arrange that as long as it is within the seven day grace period. Following the seven days, monthly payment students must contact the Payments Department at [payments@animschool.edu](mailto:payments@animschool.edu) to arrange payment and avoid having their AnimSchool account suspended.

### 11.3 Transfer of Credits to AnimSchool / Bypassing Classes

AnimSchool does not accept transfer credits directly from any other school or training program.

Our review board is willing to review course work, or portfolios of potential applicants to determine if an applicant is eligible for advanced placement or course bypass.

An applicant or student may apply for advanced placement, or course bypass if they already have the prerequisite skills for later courses. To apply for a course bypass they must send a request to [admissions@animschool.edu](mailto:admissions@animschool.edu) to be considered, with a link to the student's portfolio/reel. Our Review Board will review the work and determine which course would best prepare the applicant for eventual work in the industry. Review Board results are typically returned within 1-2 business days.

We recommend that portfolios represent the applicant's best and most current work, it is the applicant's responsibility to demonstrate their proficiency, so that we can place them in the most beneficial course possible. Please make sure the materials are publicly available or include a password so our review board can view the materials.

In the event that an applicant or student disagrees with the Review Board's determination, the applicant may submit additional work to help the Review Board properly assess the skills. Resubmitting work does not necessarily mean that an applicant will be approved for a bypass.

### 11.4 Apply at AnimSchool.edu

To start your education at AnimSchool, visit [AnimSchool.edu](http://AnimSchool.edu), email [admissions@animschool.edu](mailto:admissions@animschool.edu), use our Live Chat, or call 801 765-7677

### 11.5 Owners, Administrators, and Instructors

To see a current list of instructors visit:

<http://www.animschool.edu/Catalog/InstructorIndex.aspx>

David Gallagher	CEO, Head of Character Program
Isaac Nordlund	Vice President of Operations
Joshua Little	Admissions, Student Advisor
Bree Herd	Accounts Receivable, Accounting
Manuel Bover	Head of Animation Program, Instructional Supervisor
Jesse Draper	Vice President of Marketing
Kade Lyons	IT Specialist
Erik Bostrom	Admissions Advisor
Mike Bartell	Accreditation Specialist
Matthew Bartell	Technical writer, Accreditation specialist
Dave Gallagher	Owner/Officer
Sage Gallagher	Owner/Officer



Salman Saleem	Maya Instructor	AnimationWorkshops -- Instructor, Sultan Qaboos University -- Multimedia Specialist
Aldric Lopez	Animation Instructor	Animal Logic - Sr. Animator; Sony Imageworks - Animator; MPC - Animation Artist
Anthea Kerou	Animation Instructor	Disney - Assistant Animator, Rhythm & Hues - 3D Character Animator, Blue Sky - 3D Character Animator, Luma Pictures - 3D Character Animator, Method Studios—3D Character Animator
Daniel Paul	Animation Instructor	Blizzard - Cinematic Animator; Atelier Animation, Reel FX, Digital Domain, Sony Imageworks, Blue Sky Studios, Electronic Arts, MPC, Bardel Entertainment, Google - Animator
Jean Dominique Fievet	Animation Instructor	Psyop -- Head of Animation, ReelFX, Sony Imageworks -- Animator
Christopher Dias	Animation Instructor	Dreamworks—Animator, Weta---Animator, Axis Animation---Animator
Harish Pawar	Animation Instructor	Scanline VFX -- Senior Animator, Double Negative, Method, Image Engine -- Animator
Brendan Fagan	Animation Instructor	Ubisoft Studio - Lead Animator; Scopely - Principal Animator; Boulder Media, Method Studios, DNEG - Sr. Animator; Animal Logic - Animator
Tim Rudder	Animation Instructor	ILM - Lead Animator; Sony Imageworks - Sr. Animator; Method Studios, Studio Soi, Polygon Pictures - Animator
Manuel Bover	Animation Instructor	Animal Logic- Senior Animator, Rhythm & Hues- Lead animator (USA) , Sony Imageworks-Senior Character Animator, MPC- Lead Animator, The Third Floor - Animation Lead
Anand Somasonduran	Animation Instructor	Sony Pictures Imageworks - Animator
Ayoub Moulakhnif	Animation Instructor	Axis Studios -- Animator, Superseed -- Lead Animator
Jamie Chung	Animation Instructor	Sony Imageworks, Animal Logic -- Senior Animator, Cinesite, Framestore, Luma -- Animator
Beavan Blocker	Animation Instructor	Flight School Studio, HouseSpecial, Moonbot Studios - Animator
Mitchell Jao	Animation Instructor	Blizzard, Blue Sky Studios -- Animator
Neave Lifschits	Animation Instructor	Cinesite, Reel FX - Lead Animator; Animal Logic, Bardel Entertainment - Animator; Icon - Sr. Animator; Yeti Farm - Animation Sup.
Scott Guppy	Animation Instructor	ILM, Sony Imageworks - Sr. Character Animator; Bron Animation, Rainmaker Entertainment, C.O.R.E. Digital Pictures, Hatch Studios, - Animator; Providential Pictures - Animation Dir.
Gwilym Morris	Animation Instructor	Framestore---Animator, Weta---Animator, Double Negative---Animator
Jean-Luc Delhougne	Animation Instructor	Blue Spirit Canada---Animation Supervisor
Tyler Mahn	Animation Instructor	Disney, Buck Design, Sony Imageworks, the Macro Show - Animator
Mark Roennigke	Animation Instructor	Dreamworks -- Supervising Animator, EA -- Animator
David Breaux	Game Animation Instructor	Luma Pictures, Digital Domain, ILM xLAB---Senior 3D Animator
Christopher Hsing	Game Animation Instructor	Riot Games - Assoc./Sr./Lead Animator
John Paul Rhinemiller	Game Animation Instructor	Rhythm & Hues-Animator (Creature & Character), Rhythm & Hues- Lead Animator, Vicarious Visions - Lead Animator, Vicarious Visions -Senior Animator
Evan Mead	Game Animation Instructor	Mountain Stop Studios-- Principal Animator
Alejandro Potter	Game Animation Instructor	Respawn Entertainment-Animator
Scott McWhinnie	Animation Instructor	Blue Sky Studios---Animator, Moonbot Studios---Animator
Hugo Hernandez	Animation Instructor	Illumination MacGuff---Animator, Sony Imageworks---Animator, Scanline VFX---Animator
Luke Randall	Animation Instructor	Dreamworks---Senior Animator
Tyler Phillips	Animation Instructor	Dreamworks---Animator, Blue Sky Studios---Animator
Matteo Rovatti	Animation Instructor	Illumination, TeamTo, Animoka - Animator
Aleksandar Kolev	Animation Instructor	WildBrain - Animation Director; Cinesite, Jellyfish Pictures, Sony, Framestore - Animator
Juan Carlos Gómez	Animation Instructor	Cinesite - Lead Animator; Sony Imageworks - Sr. Animator
Eric Luhta	Animation Instructor	Blackbird -- Lead Animator, Relic Ent -- Senior Animator, Sony Imageworks -- Animator
Andrea Ferrera	Animation Instructor	JellyFish-Lead Animator, Sony ImagineWorks-Animator
Morten Envoldsen	Animation Instructor	Blizzard Entertainment-Animator
Ben Cheong	Animation Instructor	Jellyfish pictures-Lead Animator
Faith Drogan	Animation Instructor	Megalix VFX--- Animation supervisor, Red Knuckles---Lead Animator
Samuel Macero	Animation Instructor	Dreamworks Animation---Animator, Sony Imageworks---Animator
Philip Hall	Animation Instructor	Deck Nine Games---Senior Animator, CBN--- Animation Director
Yoel Pereria	Animation Instructor	Bren Entertainment---Environmental Modeler, Skydance Animation---Environmental Modeler
Tony Mecca	Animation Instructor	EA, Blue Sky -- Animator, Sony Imageworks -- Senior Animator, Digital Domain -- Lead Animator

Masha Jeurgens	Animation Instructor	Plastic Wax 3D-Senior Animator, Animal Logic 3D-Senior Animator
Ricardo Jost Ressende	Animation Instructor	Walt Disney Animation-Animator, Sony ImagineWorks-Animator
Miren Delgado Veal-murgia	Animation Instructor	Animal Logic 3D-Digital Artist(Animation)
Angelo Sta Catalina	Animation Instructor	Walt Disney Animation-Animator
Garret Shikuma	Animation Instructor	BlueSky Studios-Animator
Kim Leow	Animation Instructor	Pixar Animation-Animator
Luis Labrador	Modeling Instructor	Sony Pictures Imageworks-3D modeler, DreamWorks Animation -3D modeler, Disney animation Studios- Environment Modeling Supervisor
Jackie Marion	Modeling Instructor	Dreamworks -- Lead Modeler, Warner Bros. Animation -- Asset Supervisor
Christopher Wright	Modeling Instructor	Sony Pictures Animation - Visual Development Modeler; Laika - CG Modeler; Sony Imageworks - Sr. Modeler; Disney Infinity - Lead Character Modeler, Dept. Head; Take-Two Interactive Software - Lead Character Modeler; Sensory Sweep - Studio Art Director; Acclaim Entertainment - Texture/Surfacing Artist, User Interface Artist
Yung-Lo Chang	Modeling Instructor	DreamWorks - Environmental Modeling Lead; Reel FX, WHISKYTREE, Disney - Modeler; Imagi Animation Studios - CG Designer; Spark - Character Artist
Nina Tarasova	Modeling Instructor	Mindshow - Freelance Character Modeling Consultant; Ocellus Studio - Character Artist (Freelance); Dwarf Animation Studio - Character Modeler
Brien Hindman	Modeling Instructor	Epic Games-Environmental Lead fo Cinematics
Miichael Launder	Modeling Instructor	Nickolodeon Animation Studios---Animator, Lighting composite artist-Cosa VFX, Luma pictures
Jackson Spencer	Modeling Instructor	Pixar---Character shade and groom technical director
Craig Dowsett	Modeling Instructor	Marvel Studios-Character Model Designer, Dream Works Feature Animation-Modeler
Darrell Abney	Modeling Instructor	Laika - Sr. CG VFX Modeler; ILM - Sr. Creature Modeler; Sony Imageworks - Sr. Modeler; Prologue - Creature Concept; A52 - Sr./Lead Modeler
Eric Huang	General Review Instructor	Sony Imagineworks- Senior Animator
Taran Matharu	General Review Instructor	Moving Picture Company-Animation Supervisor/Senior Character Animator
Bill Haller	General Review Instructor	ReelFX inc-Animation Supervisor
Sean Pando	General Review Instructor	Warner Brothers-Visual Development
Victoria Lopez	General Review Instructor	Superseed Studios-Senior Animator, Infinty Ward-Animator
Kevan Shorey	General Review Instructor	Dreamworks Animation-Supervising Animator
Fernando Herra	General Review Instructor	Framework Studios---Animation Supervisor
Mathieu Isler	Rigging Instructor	Digital Dimension, MARZ, Squeeze Studio - Sr. Rigging Artist; Guru Studio, PIXOMONDO, MPC, Mikros Image, Cinesite, L'Atelier, Folks VFX - Rigging Artist
Marin Petrov	Rigging Instructor	Blue Sky Studios--Rigger, Nimble Collective---Developer, RGB Notes---Developer
Daniele Dolci	Rigging Instructor	MPC -- Rigging TD, Cyborn -- Lead TD, Buck, Rubicon -- Character TD
Jack Kao	Rigging Instructor	Giant Squid - Sr. Character Rigger; GrapeCity WINEstudios - Character TD
Brandon May	Lighting Instructor	Sony Pictures Imageworks--Lighter, Avalanche Software - Lighter, Blue Sky Studios--Lighter
Lorin Pillai	Materials Instructor	FuseFX, DreamWorks - Asset Lead; Nickelodeon Animation Studios - Texture and Look Dev. Artist; Liquid Entertainmetn - Lead Environment Artist; Superlight Studios, Metamorphic Productions - 3D Artist; Impulse Games - Environment Artist; Gnomon - Modeler



## Appendix A: General Information

1. Self-Evaluation Process Policy
2. New Student Orientation
3. Learning Resource Library
4. Confidentiality
5. Student Record
6. Application Deadline
7. The method used to report student grades

## 1. Self-Evaluation Process Policy

**Data Collection and Analysis:** Feedback from students and alumni is collected and analyzed to identify areas for improvement. Key statistics, such as pass/fail and placement rates, are monitored to assess program effectiveness. Students are surveyed to gather information about AnimSchool, employment preparedness, and employment status. Information is also gathered through our graduate support. Graduate support includes post-graduation interviews and employment assistance to collect information from former students and aid in their careers.

**Internal Evaluation:** The Curriculum Committee, composed of instructors, administrators, and subject matter experts, continuously reviews and updates course structure, content, assignments, and materials. This ongoing process ensures that the curriculum remains current and relevant to the industry's ever-changing demands.

**External Evaluation:** The Program Advisory Committee (PAC), which includes industry professionals, distance education specialists, student representatives, and experienced alumni, provides external insights to ensure that programs align with industry standards. Feedback from employers and industry professionals is also gathered to confirm that graduates meet industry expectations, with this feedback informing necessary curriculum adjustments.

**Review and Update:** The self-evaluation process is regularly reviewed to ensure ongoing effectiveness and alignment with institutional goals and industry standards, with adjustments made based on the evaluation outcomes.

## 2. New student orientation

New student orientation will be conducted online live on the scheduled date and time, as listed in your calendar. You will also receive an email announcement with further details. New student orientation will be recorded to allow students to watch it again or for students who missed the event. Be sure to check your email and mark your calendar to ensure you don't miss any important information.

## 3. Learning Resource Library

The comprehensive AnimSchool Library exists to provide additional and accessible learning information for our students. We believe that continually adding more learning opportunities and information allows our students to become more prepared for success both in their studies and future careers in the field of animation. AnimSchool is constantly adding and updating the materials available.

The AnimSchool Library includes:

### Class Recordings Library

**Class Recordings and lectures** - Class recordings and lectures are recorded for each class session, this record is used as a simple reference for students to refer to specific notes and feedback, and to learn from other instructors' perspectives.

**Art Class Recordings** - AnimSchool art classes are recorded. Art classes are selected to fulfill the topical needs of students in select Art subjects. They have covered many subjects related to and in support of skills applicable to our programs.

**General Review Recordings** - Similar to Class recordings however General Reviews cover larger subject areas, and instructors can provide valuable feedback for students at all levels in the school. This can expose lower-level students to higher-level concepts early, potentially improving overall outcomes.

#### Additional Library Content

AnimSchool Workshops- AnimSchool uses workshops to explore and explain ideas not normally covered in our class curriculums to inform students on information that can aid in their development as an animator and their development as they move towards a career in Animation.

Additional learning materials- AnimSchool provides additional Curriculum materials that are developed or purchased by AnimSchool to provide extra resources for our students.

### 4. Confidentiality

AnimSchool ensures the confidentiality of student records by securely storing all information. No records or data will be sold or disclosed to any third party without explicit student authorization. AnimSchool uses password protections and safe logins to ensure security. These measures are in place to protect student privacy and maintain the security of personal information.

AnimSchool student records are securely maintained permanently.

### 5. Student Records

Student records including transcripts, student contact information, student assignments, and any other information provided to AnimSchool. Student records are kept permanently on our online computer systems. No records or data will be sold or disclosed to any third party without explicit student authorization.

### 6. Application Deadlines

AnimSchool's deadlines are shown to students through our website and our academic calendar.

The school's upcoming registration deadlines are as follows:

Winter Term 2025	12/23/2024
Spring Term 2025	3/24/2025
Summer Term 2025	6/16/2025

### 7. The method used to report student grades

Grades are reported to students through the student's classroom page on their student dashboard. Using the side bar Students are able to select class grades under this menu. Class grades show students all current grades.



## Appendix B: State Policies

1. California Student Tuitoin Recovry Fund
2. State of Washington Addendum
3. State of Georgia Addendum
- 4.State of Arkansas Addendum
5. State of Iowa Addendum
6. State of Oklahoma Addendum

## 1. California Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## 2. State of Washington Addendum

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the: Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504-3105; [wtb.wa.gov](http://wtb.wa.gov); 360-709-4600; [pvsa@wtb.wa.gov](mailto:pvsa@wtb.wa.gov)

### 1. Ownership

Animschool is owned by David Gallegher and Sage Gallegher. Ownership is split David Gallegher owns 60% and Sage Gallegher owns 40% of the school.

### 2. Requesting transcripts.

Student transcripts can be requested through the student grades dashboard, specifically through the classroom section. They are then able to generate transcripts. Upon generation of an official transcript, which is the official watermarked copy. These transcripts can be sent to the student's email address or sent physically.

### 3. Reviewing

The catalog and the website is open to review by the state of Washington Workforce Board prior to esage by students for statistical purposes.

### 4. Transcripts

Transcripts are on record with our institution for 50 years

### 5. Contacting for concerns and complaints.

Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

### 8. Refund policy

**Return to student    AnimSchool retains**

	Return to student	AnimSchool retains
Week 0	100%	0%
Week 1	90%	10%
Week 2	75%	25%
Week 3	50%	50%
Week 4	50%	50%
Week 5	1/3	2/3
Week 6	1/3	2/3
Week 7	1/3	2/3
Week 8	0%	100%
Week 9	0%	100%
Week 10	0%	100%
Week 11	0%	100%



## State of Washinton Addendum

### 8. Religious Accommodation

AnimSchool will make good-faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor and AnimSchool administration (admin@animschool.edu) with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Accommodations include but are not limited to:

**Extended Deadlines:** Allow students to submit assignments after religious holidays or observances that interfere with their regular assignment schedule.

**Alternative Assignment Dates:** Instructors may offer alternative dates for submitting assignments if the original due date conflicts with religious observances.

**Recorded Lectures:** All live sessions are recorded and accessible for students who cannot attend due to religious reasons.

**Flexible Participation For Critiques:** Students may request an offline critique if they cannot be online during scheduled critique times due to religious observances.

**Excused Absences:** Provide excused absences for students who miss live sessions due to religious holidays or observances. All students who receive excused absences are responsible for watching class recordings and turning in assignments.

All student accommodation needs must be communicated to the administrative team (admin@animschool.edu) as soon as possible before the needed accommodation.

AnimSchool maintains certain policies including but not limited to:

No added time following the term, the final date of the term is a set deadline for the completion of work.

Retroactive accommodation will not be accepted.

Assignments must be turned in to their instructor and watch the class recordings.

Extended leave should be considered rather than excessive absences during a term.

### **3. State of Georgia Addendum**

#### **1. Complaint policy**

All Georgia students have the right to appeal final institutional decision to GNPEC.

GNPEC

2082 East Exchange Place

Tucker, GA 30084

Phone - 770-414-3300

Fax - 770-414-3309

Follow weblink to Georgia Complaint Form. Fill out form and submit.

Complaint form link - <https://gnpec.georgia.gov/student-resources/complaints-against-institution/gnpec-complaint-form>

## **4. State of Arkansas Addendum**

### **1. Complaint policy**

All Arkansas have the right to file complaints to the State of Arkansas  
Arkansas Division of Higher Education  
101 E. Capitol Ave, Suite 300  
Little Rock, AR 72201  
dhe.private.careered@adhe.edu  
(501) 371-2000

### **2. Refund policy**

The refund shall be based on the cost and length of the term. All tuition beyond the current enrollment period shall be refunded when a student terminates.

At completion of less than twenty-five percent (25%) of the term, the refunds shall be made on a pro rata basis.

At completion of 25% but less than 50% of the term, the student shall be refunded not less than 50% of the tuition.

At completion of 50% but less than 75% of the term, the student shall be refunded not less than 25% of the tuition.

At completion of 75% or more of the term no refund is due the student.

Students shall be refunded immediately when a course is cancelled and there is not a course required for their program of study available.

## 5. State of Iowa Addendum

### 1. Refund policy

Iowa Tuition Refund Policy (For Iowa Students Only. per Iowa Code 714.23)

A 100% tuition refund for Iowa students who withdraw within the first two calendar weeks after instruction begins.

If an Iowa student terminates from any of the school's programs or courses after the first two calendar weeks of the semester, the student will receive a pro rata refund that is not less than ninety-five percent of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period to the total number of calendar days in the school period, up to sixty percent (60%) of program completion. If the terminating student has completed sixty percent (60%) or more of a school period, the student will not receive a refund of charges.

The Application/Registration Fee (\$125) is non-refundable after 3 days from when it is paid.

#### Exceptional Policy

If, at any time, an Iowa student terminates a postsecondary educational program after the first two calendar weeks due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of the tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

A refund shall be provided for students within 30 days following the date of AnimSchool's determination that a student has terminated from AnimSchool.

## **6. State of Oklahoma Addendum**

### **1. Students from Oklahoma have the right to submit a complaint form to the Oklahoma Board of Private Vocational Schools**

Oklahoma Students can get a complaint form at: <https://oklahoma.gov/obpvs/forms-and-resources.html>

The form can be submitted to the Oklahoma Board of Private Vocational Schools (OBPVS) at:

By mail: 3700 N. Classen BLVD, Suite 250, Oklahoma City, OK 73118

By email: [nhouse@obpvs.ok.gov](mailto:nhouse@obpvs.ok.gov)

By Fax: 405-528-3366



# ANIMSCHOOL

## **AnimSchool**

Classes Conducted Online in Live Web Meetings  
3585 N University Ave #225  
Provo, UT 84604

**Phone:** 801 765 7677  
**Toll Free:** 888 344 1995  
**Contact:** [admissions@animschool.edu](mailto:admissions@animschool.edu)  
**Hours of operation:** 9 am – 6 pm Mountain Standard Time