

CMU-ETC Silicon Valley Catalog



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Time Period

This catalog is updated annually and will cover the 2018-2019 academic year.

<https://www.cmu.edu/hub/calendar/docs/1819-academic-calendar.pdf>

Intended Audience

As a prospective ETC-SV student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the [School Performance Fact Sheet](#), which must be provided to you prior to signing an enrollment agreement.

Accreditation

Carnegie Mellon University is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Carnegie Mellon University is accredited through a voluntary, peer-review process coordinated by the Middle States Commission on Higher Education (MSCHE or Middle States). MSCHE is one of six regional accrediting agencies in the United States, each accrediting institutions of higher education within a specific geographic region. Middle States is recognized by the U.S. Department of Education. This recognition enables MSCHE's member institutions to establish eligibility to participate in federal financial aid programs (e.g., federal loans, grants, and work-study) administered by the U.S. Department of Education. Carnegie Mellon University has been accredited by Middle States since 1921. More information regarding accreditation standards and processes and to view the University's re-accreditation reports on the Middle States Accreditation [website](#).

More information on [CMU's consumer information](#) and [state approvals](#) can be found on the university's website.

[**School Performance Fact Sheet**](#)

[**Student Brochure**](#)

Programs Offered

The Entertainment Technology Center offers a Master of Entertainment Technology (MET) jointly conferred by the School of Computer Science and the College of Fine Arts. The ETC-SV location offers project and elective courses. Because the ETC's curriculum is both specific and chronologically tight, students may only begin work towards their MET in an "Immersion" first semester. The first semester starts in the fall in Pittsburgh. All students have to start with the first semester curriculum.

ETC Mission and Objectives

Providing leadership in education and applied research that combines technology and art, to explore learning, storytelling, innovation and entertainment, and to create experiences that educate, engage and inspire.

At the ETC, we excel by creating an educational environment in which interdisciplinary students acquire collaboration, creativity and communication expertise while applying their artistic and technical skills through design-based research projects.

ETC - SV Class Location:

209 Redwood Shores Parkway, Redwood City, CA 91602, Phone (412)268-5791

Carnegie Mellon University Location:

5000 Forbes Avenue, Pittsburgh, PA 15213, Phone (412)268-2000 www.cmu.edu

ETC - Pittsburgh Location:

700 Technology Drive, Pittsburgh, PA 15219 (412)268-5791 www.etc.cmu.edu

Admission Policies:

The ETC-SV location does not have a separate admission's requirements, other than the student to be in good academic standing. Details on admission's requirements for the MET program can be found on the [ETC's website](#).

International students enrolling at the ETC on an F-1 or J-1 visa status will receive their I-20 paperwork from the Office of International Education at no additional costs.

All courses within the ETC are taught in English.

Matriculation to the ETC Silicon Valley location:

ETC students may wish to remain at the Pittsburgh campus for all of their studies, or they may opt to travel to our site in Silicon Valley. While the opportunity exists for students to study at either location during their studies, all students are required to study in Pittsburgh for at least one project semester. No students will be forced, nor guaranteed, to relocate to Silicon Valley. ETC-SV hosts a limited number of students per semester, so not every student interested in Silicon Valley may get to matriculate there. Students must be in good academic standing in order to be eligible to matriculate to the ETC Silicon Valley location. This is to provide students with the best academic support and educational opportunities, and Pittsburgh is the main campus with the majority of resources.

Curriculum Requirements

(the complete curriculum requirements can be found in the ETC student handbook for the class that entered in the fall of 2016 2017 2018)

Semester 1	Fundamentals of the ETC	9 units
	Improvise Acting	9 units
	Visual Storytelling	12 units
	Building Virtual Worlds	<u>24 units</u>
First Semester total		54 units
Semester 2	Interdisciplinary Project I	36 units
	Open Elective	<u>9-12 units</u>
Second Semester total		45-48 units
Semester 3	Interdisciplinary Project II	36 units
	Open elective	<u>9-12 units</u>

Third Semester total		45-48 units
Semester 4	Interdisciplinary Project III	36 units
	Open Elective	<u>9-12 units</u>
Fourth Semester Total		45-48 units
Total units required for MET		189 – 198

Intergraded Co-Op: during the second year of study (semesters 3 or 4) students can apply for a semester academic co-op with a company see regulations in the Student handbook for the class starting in 2016, 2017, 2018).

Elective Requirements:

All ETC students working on a project are required to take an elective course. The course must have a minimum of 9 units with a maximum of 12. Students at the ETC-SV location are able to take the electives offered by the ETC-SV faculty or at the CMU-SV location. Please check the [Schedule of Classes \(SOC\)](#) for a list of courses offered each semester.

Courses offered at the CMU-SV will have a teaching location of San Jose, CA and can include the following

- dep• Information Networking Institute (14xxx);
- Integrated Innovation Institute (49XXX);
- Electrical and Computer Engineering (18XXX)

Please note, students will need to obtain both course instructor and the ETC-SV Director's permission to take the course, registering for the course on SIO does not mean you have permission. If students have any questions on what elective courses, talk with The Director of Student Services, MaryCatherine Dieterle (mb8f@andrew.cmu.edu)

Elective Courses Offered by ETC Faculty

53630 - Entrepreneurship in Entertainment Technology

Offered by Carl in the fall and spring semesters

This course is an introduction to Entrepreneurship designed to develop skills related to entrepreneurship and innovation for non-business students in the Entertainment Technology Center. The course assumes no background courses in business and is appropriate for those who are interested in bringing innovations to market either through new companies or existing companies. The course provides an overview of entrepreneurship and innovation, develops an entrepreneurial frame of mind, and provides a framework for taking ideas from concept to launched product. Students will work in teams to develop both business and practical skills in areas such as creative development, financial planning and financing, business models, organization structures, and management. The class will also include visits with Silicon Valley entrepreneurs or venture capitalists.

53689 ETC Independent Study

Independent study is available for students who are in good academic standing. Independent study allows the student, with the support of a faculty advisor, to develop a self-generated project or body of work outside the classroom or project course setting. While each faculty member will manage and structure their independent study differently and in their own way. The faculty member's schedule may not allow for additional responsibilities, do not assume the faculty member will be available. It is recommended that students at the ETC-SV location have their independent studies with either Carl or Melanie. In order to register for an independent study, the student must first propose their semester plan to a faculty member who agrees to oversee the project, and then fill out the appropriate paperwork available from the Director of Student Services.

53603- Game Design Fundamentals

Offered by Stone during the spring semesters only

This course offers an introduction to the fundamentals of game design through lectures and by building of non-electronic games in a collaborative workshop environment. Topics covered include: history of computer games, writing rules, play balance, statistics and probabilities, layout and level design, psychology and re-playability, atmosphere, design documents and multiplayer issues.

Qualifying Exams and Thesis:

There are no qualifying examinations or master's thesis required for the MET degree.

ETC-SV Faculty

Carl Rosendahl Associate Teaching Professor and Director ETC-SV

<http://www.etc.cmu.edu/blog/author/carlr/>

Melanie Lam Special Faculty

<http://www.etc.cmu.edu/blog/author/mjyee>

Stone Librande Adjunct Faculty

<http://www.etc.cmu.edu/blog/author/stonelibrande/>

Housing Information:

The ETC-SV location does not have dormitory facilities under its control. It is a student's responsibility to find housing will at the ETC-SV location. The link below contains some information from previous ETC students.

<http://www.etc.cmu.edu/learn/curriculum/etc-silicon-valley/apartments-information-nearby-etc-sv>

Library and other learning resources:

We are located inside of Electronic Art's Redwood City location. Our space in EA is in one room, with desks close to one another, all of us in one space together. Your ETC computer will be shipped before the start of the term. You will have access to any learning materials you will need, just like at the ETC-Pittsburgh location. If there is something you will need for the project, just ask Carl and Melanie. (You will also be able to access the gym facilities for a small fee.) While the ETC-SV does not have a physical library at this location, but you are still able to use the CMU library online resources. <https://www.library.cmu.edu/> and also can access local library resources: <http://sv.cmu.edu/student-services/library-resources.html>

Student Services

Though ETC-SV students are located in Redwood City, they will still have access to student services that occur on main campus. <https://www.cmu.edu/student-affairs/> This includes but is not limited to conference and

research funding and check-ins with ETC administration, faculty and leadership. ETC seminars in Pittsburgh are streamed and students will be given opportunities to participate in company visits that may offer interviews, or resume/portfolio reviews that take place in Pittsburgh. Check in with the Director of Student Services for how to sign up for the interviews. ETC seminars can be viewed at <http://stream.etc.cmu.edu/>. Check your weekly emails from Drew for the seminars and look for an email from Steve regarding the stream website address.

The ETC-SV students have at least one field trip and the group will choose where they want to go! Past semesters in SV have gone sailing, to the safari, hiking etc. The ETC-SV Director and faculty will also organize on various company visits as part of the semester networking experience.

Graduate Student Appeal and Grievance Procedures

<https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit, or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined on the site. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department-specific information in this handbook for department and college information about the administration and academic policies of the program. Additionally, students may confer with the graduate student ombudsman, Assistant Vice-Provost Suzie Laurich-McIntyre, on issues of process or other concerns as they navigate conflicts.

Student Rights

<https://www.cmu.edu/policies/student-and-student-life/students-rights.html>

The WORD

<http://www.cmu.edu/student-affairs/theword//>

The WORD is Carnegie Mellon University's student on-line catalog and is considered a supplement to the department (and sometimes college) catalog. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often.

University policies can also be found in full text at: <http://www.cmu.edu/policies/>.

ETC-SV Location Fees and Charges 2018-2019

Charge	Academic Year	Semester	Notes
Tuition *	\$49,412.00	\$24,706.00	Prorated upon withdrawal/leave of absence, Refer to Refund Policy provisions

Technology Fee	420.00	210.00	Non-refundable after the 10th class day of the relevant semester. Refer to Refund Policy provisions
Books and Supplies (estimated)	2,212.00	1,106.00	Cost for entire program (estimated) Used, digital and rented and other factors may reduce/increase actual costs
Health Insurance **	2,039.00	2,039.00	Mandatory charge for all full time CMU students.
Student Tuition Recovery Fund (STRF)	0.00	0.00	Non-Refundable (\$.00 for every \$1,000 rounded to the nearest \$1,000)
Total estimated costs	\$54,083.00	\$28,061.00	

*Please note the above tuition rate is for reference only. For the actual tuition rate for your department or program of study, please reference your student account on [SIO](#) or follow up with your departmental administrator.

**Details on Health Insurance Eligibility, Enrollment, Waivers, Charges and Cancellations can be found on [University Health Service's website](#).

As a student at Carnegie Mellon University, the student is responsible and obligated to Carnegie Mellon University for the timely payment of Carnegie Mellon University tuition, fees and other charges incurred by the student on the student's behalf while at Carnegie Mellon University (collectively, the "student financial obligation"), regardless of the student's expected reliance on third-party resources such as financial aid, family gifts, employer reimbursement, government assistance or other similar resources. However, the student is not responsible or obligated for such tuition, fees and/or other charges to the extent (and only to the extent) that Carnegie Mellon University has expressly agreed, in a writing signed by an authorized representative of Carnegie Mellon University, with the relevant third-party resource that the third-party resource, rather than the student, is responsible or obligated to Carnegie Mellon University (and, in such case, the portion for which the student is not responsible or obligated will not be treated as the student's financial obligation

Attendance and Tardiness

The program will require attendance at various seminars, meetings, lectures, presentations, and demonstrations. These events will be announced in advance as mandatory meetings. Exceptions to this policy are at the sole discretion of the Director. Punctuality is expected. If students must be late or absent for any reason, please contact the Director in advance to discuss their personal situation, and a reasonable solution will be discussed. After two unexcused absences, each additional unexcused absence will reduce the student's grade in that semester's project course by 1/3 of a letter grade. Note all individual courses have their own attendance policies that will be stated in their syllabi.

Academic Achievement

Academic Continuation

Good Standing:

A student is in good standing if:

- They have made a B, 3.0, or higher on their core courses.
- They have made a C, 2.0, or higher on their elective courses.
- They maintain an overall GPA of 3.0 or higher.
- They have not received a negative academic review (nor two remedial academic reviews) during either of the semesters of their first year of study.
- And they are making good progress towards their degree as evidenced by meeting the academic and community expectations of the program.

Probation and Dismissal Policies

At the end of each semester, after final grades have been posted, the academic performance of each student is reviewed. The GPA for academic review is computed based on the guidelines for graduation requirements.

Good academic standing eligibility for; coops, student-defined semesters, graduate assistant positions, and matriculation to the ETC Silicon Valley for the fall semester, is determined by the core course grades and QPA at the end of the previous spring semester.

Good academic standing eligibility for coops for the spring semester is determined by the core course grades and QPA at midterm of the previous fall semester.

Not in Good Standing (Academic Probation):

A student is not in good standing if any of the below conditions hold true:

- They have made a B- on any of their core courses.
- They have made a C- or lower on an elective course (or dropped an elective so there are no elective units earned during a project semester).
- They receive a negative academic review in one semester.
- They receive two remedial academic reviews in one semester.
- They violate CMU's academic integrity policies.
- Their overall QPA is below a 3.0.

Students not in good standing are placed on Academic Probation for the following semester.

During the probationary semester, a student on Academic Probation must:

- Maintain a B or above in all their courses.
- Have an overall QPA of 3.0 or above.
- Not receive a negative academic review.
- Not receive two remedial academic reviews.

A student who has made a C- or lower on an elective, will have to seek approval to take a probationary 6 unit independent study course the following semester along with their normal 12 unit elective.

A student who has made a C- or lower on two electives, will have to seek approval for a probationary student-defined semester in which they have to make a B or higher on all four courses.

Students who maintain these minimum grade and performance requirements are released from probation.

Students who don't maintain these minimum grade and performance requirements will be suspended from the program.

Students on Academic Probation the final semester of study in the program can only graduate if they meet the academic requirements listed above and below, and the graduation requirements of having a QPA of at least 3.0.

Not in Good Standing (Academic Suspension):

A suspended student will not be eligible to take any courses for a semester, not participate in any ETC activities, and then must petition, following the appeal process below, to remain in the program. A student will be suspended if any of the below conditions hold true:

- They make below a B- on a core course (or drop a core course without also taking a Leave of Absence)
- They make a B- on more than one core course (even if the multiple courses all occur within their first semester)
- They make a C- or lower on two electives (or two electives are dropped so there are no elective units earned during two project semesters)
- Their QPA is below a 3.0 for two semesters
- They receive a negative academic review twice during their first year of study (even if the multiple academic reviews occur within one semester).
- They receive a remedial academic review four times during their first year of study.
- They are on academic probation and don't maintain a B or above in all their courses, or don't have an overall QPA of 3.0 or above, or receive a negative academic review (or two remedial academic reviews) during that semester.
- Two of the following three conditions occur during a semester:
 - they make a B- on a core course;
 - they receive a negative academic review (or two remedial academic reviews);
 - their overall QPA is below a 3.0.

If reinstated, students will return on Academic Probation.

Not in Good Standing (Dropped from the Program):

A student being dropped from the program is an academic action that is final and not appeal-able. A student will be dropped from the program if:

- They get placed on academic probation for a third time.
- Their overall QPA is so low that it is mathematically impossible for them to obtain the 3.0 QPA required to graduate.
- They were suspended and then reinstated upon approval of their petition to remain in the program, and while on Academic Probation, they do not;
 - Maintain a B or above in all their courses.
 - Have an overall QPA of 3.0 or above.
 - Avoid receiving a negative academic review.
 - Avoid receiving two remedial academic reviews.

Academic Integrity

Students at Carnegie Mellon are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to overarching

standards of respect, honor and transparency determine the integrity of our community of scholars. The actions of our students, faculty, and staff are a representation of our university community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.

General University Policies

The Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found on-line at: <http://www.cmu.edu/student-affairs/theword/code.html>.

Carnegie Mellon University Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

The Statement of Assurance can also be found on-line at: <https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html>.

Transfer or Credit Policy

Transfer Courses and PCHE

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.) For more information, visit:

<https://www.cmu.edu/policies/student-and-student-life/cross-college-university-registration.html>
<https://www.cmu.edu/hub/registrar/registration/cross/index.html>

The ETC will only accept PCHE transfer credits for elective courses, not for any of the core courses nor for our graduate concentrations (all listed above) due to the unique nature of our program. Transfer credits must have a minimum grade of a B, 3.0, or higher. The Director and Director of Student Services will evaluate requests for transfer credits through review of the accreditation status of the sending institution, the course syllabus and student work product to determine if there is an educational relation with the academic mission and goals of the MET.

The university's policy on Transfer Credit Evaluation and Assignment is available at the following link: <http://www.cmu.edu/policies/>

Withdrawal/Leaves of Absence and Refund Policy

STUDENT'S RIGHT TO CANCEL (WITHDRAWAL/LEAVES OF ABSENCE)

1. You have the right to cancel your enrollment by either taking a leave of absence from the Program (leaving Carnegie Mellon University temporarily with the firm and stated intention of returning) or by withdrawing from the Program (leaving Carnegie Mellon University with no intention of returning). If you withdraw or takes a leave of absence from Carnegie Mellon University, you may be eligible for a tuition adjustment or a refund of certain fees (excluding the Application fee and any applicable STRF).
2. To cancel your enrollment and take a leave of absence or withdraw, you must complete Carnegie Mellon University's Leave of Absence or Withdrawal form, as applicable, and return it to Carnegie Mellon University's Registrar's Office, at 5000 Forbes Ave., Warner Hall A12, Pittsburgh, PA 15213. The Leave of Absence and Withdrawal forms, and additional information of leaves of absence and withdrawal, can be found on Carnegie Mellon University's website, at <https://www.cmu.edu/hub/docs/loa.pdf>
3. If you notify Carnegie Mellon University of your intent to withdraw or take a leave of absence, your official date of withdrawal or leave of absence is the earliest of:
 - The date you began your withdrawal or leave of absence process at Carnegie Mellon University;
 - The date you notified your home department at Carnegie Mellon University;
 - The date you notified the associate dean of your College at Carnegie Mellon University; or
 - The date you notified the Carnegie Mellon University Dean of Students.

- If you do not notify Carnegie Mellon University of your intent to withdraw or take a leave of absence, your official date of withdrawal or leave of absence is:
- The midpoint of the relevant semester in which you withdrawal or take a leave of absence;
- The last date you attended an academically-related activity such as an exam, tutorial or study group, or the last day you turned in a class assignment.

REFUND POLICY

1. **Refunds in General.** Students who withdraw from the Program or take a leave of absence after having paid the current semester's tuition and fees or receiving financial aid are subject to the following refund and repayment policies. Federal guidelines mandate that tuition, fees and other related charges are pro-rated based upon each student's enrollment status. Tuition and fees (excluding the Application fee) may be refunded. No other charges are refundable. STRF, if any, is non-refundable.
2. **Exit Counseling.** All borrowers of Federal student loans must complete a Federally-mandated exit counseling session when graduating or dropping to less than half-time enrollment status, including by withdrawing or taking a leave of absence. Exit counseling prepares students for repayment. Students must complete an exit counseling session in its entirety, with complete and correct information; otherwise, the student's degree, diploma and official transcripts will be withheld. Information about exit counseling sessions can be found on Carnegie Mellon University's website, at <https://www.cmu.edu/sfs/financial-aid/exit-counseling.html>
3. **Withdrawals/Leaves On or Before 10th Class Day.** Students who withdraw or take a leave of absence on or before the 10th class day of the relevant semester may receive a refund of 100% of tuition and fees (excluding the Application fee).
4. **Withdrawals/Leaves after 10th Class Day.** Students who withdraw or take a leave of absence after the 10th class day of the relevant semester but before completing 60% of the semester will be assessed tuition based on the number of days completed within the semester. This includes calendar days, class and non-class days, from the first day of classes to the last day of final exams. Breaks which last five days or longer, including the preceding and subsequent weekends, are not counted. Thanksgiving and Spring Break are not counted. There is no tuition adjustment after 60% of the semester is completed. There is no refund of fees after the 10th class day of the relevant semester.
5. **Tuition Adjustment Appeals.** Students may appeal to have tuition adjustments for their leave of absence or withdrawal if they feel that they have extenuating circumstances. These appeals will be reviewed in the context of Carnegie Mellon University's tuition adjustment policy, as stated above. These appeals must be made in writing to Carnegie Mellon University's Registrar using Carnegie Mellon University's Tuition Appeal Adjustment form. Information about Carnegie Mellon University's tuition adjustment policy, and tuition adjustment appeals, can be found on Carnegie Mellon University's website, at <http://www.cmu.edu/hub/tuition/adjustment.html>
6. **Repayment to Lenders/Third Parties.** If any portion of refundable tuition and/or fees was paid from the proceeds of a loan or third party, the refund may be sent to the lender, third party or, if appropriate, to the Federal or state agency that guaranteed or reinsured the loan, as required by law and/or Carnegie Mellon University policy. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.
7. **Responsibility for Loan.** If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Career Services

Career Services for the Silicon Valley students begins their first year at the ETC in Pittsburgh. All students start in Pittsburgh and take the Fundamentals course their first semester. In this course, they are given skills and information via a professional and career development track in the class. This track provides the needed knowledge, skills and contacts for them to begin their career development through the use of panels, workshops, and one-on-one meetings and reviews. Between 30 - 35 employers come to the ETC per year and allow students to receive feedback on their projects, meet one-on-one or small groups with employers, and attend employer sponsored tech talks. There are 4 major career fairs on CMU's Main Campus each year and the ETC students are made aware of the fairs and encouraged to attend if it meets their career goals. January, prior to the start of the semester, all 1st year students are taken to Los Angeles and San Francisco for a series of employer site visits and alumni dinners. Career development workshops and services continue into semesters 2, 3, and 4 and provide support to all ETC students as they continue to refine their career choices and narrow down internship and full time employment opportunities.

The Silicon Valley students have spent their first year in Pittsburgh and have participated in all these professional development activities and go to the SV campus with these skills. Also, they have established a relationship with the director or career services in Pittsburgh and know they can reach her via email to have questions answered, set up phone appointments, or connect over the annual Game Developers Conference held in San Francisco each March if they want a face to face meeting.

Also greatly supporting the Silicon Valley students are the two faculty members embedded with them. Both faculty members have vast professional experience and networks which they share with the students. They arrange employer site visits for the students and encourage them to continue to build their professional network. They provide resume reviews, job search strategies and provide professional development support to the Silicon Valley students.

Financial Aid

Meeting the cost of an graduate education is a significant investment. Carnegie Mellon University is committed to making it financially possible for graduate students to enhance educational development and reach their career goals. There are many financial aid resources available to students pursuing graduate studies at Carnegie Mellon University. Carnegie Mellon University participates in a number of Federal and state financial aid programs. Information about these financial aid programs can be found on Carnegie Mellon University's website, at <http://www.cmu.edu/finaid/index.html>.

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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.

Notice concerning transfer-ability of credits and credentials earned at our institution

The transfer-ability of credits you earn at Carnegie Mellon University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master of Entertainment Technology you earn in the Entertainment Technology Center is also at the complete discretion of the institution to which you may seek to transfer. If the Master of Entertainment Technology that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Carnegie Mellon University to determine if your Master of Entertainment Technology will transfer.

Pending petition in bankruptcy

Carnegie Mellon University does not have a pending petition on bankruptcy, is not operating as a debtor in possession, has not filed a petition with in the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

Job Classifications

A list of the job classifications that the ETC program prepares its graduates for can be found here:

<http://www.etc.cmu.edu/learn/curriculum/etc-silicon-valley/etc-silicon-valley-school-catalog/etc-graduate-job-classifications>

Policies on retention of student records.

<https://www.cmu.edu/es/docs/record-retention-policy.pdf>

Questions?

If you have any questions regarding this catalog, please feel free to contact MaryCatherine Dieterle, ETC Director of Student Services, 700 Technology Drive, Pittsburgh PA 15219, email mb8f@andrew.cmu.edu, or telephone (412)268-4540.

As required for compliance with U.S. Federal Program Integrity Regulations, [state official/agency contact information](#) for each U.S. state/territory that could handle a student's complaint is provided.

California Residents: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov, by toll-free telephone number (888)370-7589 or by fax (916)263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

While this catalog is specific to an academic experience at the ETC-SV location, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University.

- The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
- Academic Integrity Website: <https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html>
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>
- ETC Student Handbook : <http://www.etc.cmu.edu/wp-content/uploads/2013/08/etc-studenthandbook-2017.pdf>