

**THE NEW SCHOOL**

The New School  
School of Media Studies  
Undergraduate Programs

# FILM PRODUCTION HANDBOOK CERTIFICATE (NON-CREDIT)

[newschool.edu/mediastudies](https://newschool.edu/mediastudies)

The information in this guide, which applies to all students enrolled in The School of Media Studies' Undergraduate Programs in New York City, reflects and policies and plans of The New School at the time of publication.

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**MEDIA STUDIES**

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## FILM PRODUCTION CERTIFICATE

79 Fifth Ave, 16th Floor, New York, NY 10003

[www.newschool.edu/public-engagement/film-production-certificate](http://www.newschool.edu/public-engagement/film-production-certificate)

[mediastudiesadvising@newschool.edu](mailto:mediastudiesadvising@newschool.edu)

The information in this guide, which applies to all students enrolled in The School of Media Studies' Undergraduate Programs in New York City, reflects and policies and plans of The New School at the time of publication.

# OVERVIEW

The Certificate in Film Production is awarded for successful completion of a minimum of eight approved courses, including a sequence of five production studio courses culminating in a finished final film project. The production sequence is supported by classes in which students explore technical and aesthetic aspects of motion picture production and a range of cinematic practices, including directing, cinematography, screenwriting, and producing.

## REQUIRED CORE COURSES

Information about the curriculum can be found [here](#).

### Core Courses:

**The Art of Film** (may be taken concurrently with Filmmaking Studio 1)

**Filmmaking Studio 1**

**Film 2: Intermediate Filmmaking Lab** (may be taken concurrently with Film 3)

**Film 3: Advanced Pre-Production Lab**

**Film 4: Advanced Film Production**

**Film 5: Advanced Post-Production Workshop**

## REQUIRED CT LABS

All certificate students must register for the corresponding CT LAB section of every required and elective class they are enrolled in. The CT LAB accounts for the minimum of 5-hours per week outside of class that students are expected to work on graded assignments required of the instructional sections. A grid of coordinating instructional sections/CT LAB sections will be available every semester. The CT LAB carries no formal schedule.

## RECOMMENDED ELECTIVES

A minimum of two (3-credit equivalent) elective courses complete the certificate curriculum. Electives can be taken at any time during the course of study. We strongly recommend that you complete two skills-based electives before or during the semester you are enrolled in Film 4. The following elective courses are recommended; however, students can choose from other film courses offered each semester (see course catalog). Any course with an NFLM or NSRW course master prefix will count.

**Cinematography and Lighting**

**Digital Editing: Art & Technique**

**The Aesthetics of Directing**

**Audio Production**

**Script Analysis**

**The Innovative Camera: Experiments in 16mm Filmmaking**

**Recycled Images and Non-Camera Filmmaking**

## REGISTRATION

Non-degree seeking certificate students can register via the **Open Campus section** of The New School's website. You will find a list of non-credit certificates offered, with links to register for courses. On **the Open Campus** homepage, you can download a tutorial that will guide you through the registration process.

## LENGTH OF PROGRAM

The program can be completed in four semesters of full-time study. There is no time limit for completing the program, though five years is a reasonable maximum time. The following is the recommended course of study for a student enrolled in the program full-time:

**Semester 1:** The Art of Film, Filmmaking Studio 1, Elective + 3 corresponding CT LABS

**Semester 2:** Filmmaking Studio 2, Filmmaking Studio 3, Elective + 3 corresponding CT LABS

**Semester 3:** Filmmaking Studio 4, Two Electives + 3 corresponding CT LABS

**Semester 4:** Filmmaking Studio 5, Two Electives + 3 corresponding CT LABS

**All International Students MUST be enrolled full-time every semester, which is defined in one of two ways:**

- (1) Three 3-credit equivalent classes plus 3 CT LABS during the 15-week Fall and Spring sessions OR
- (2) Two 3-credit equivalent classes plus 2 CT LABS during the summer session.

## TUITION AND FEES

Non-degree students enroll in the Certificate program as non-credit students. The non-credit tuition rate is significantly discounted from the for-credit rate. Courses taken as a non-credit certificate student **cannot** be applied towards the fulfillment of degree requirements.

There is no flat tuition rate for non-credit Film Production Certificate students, rather students will be charged for each course for which they are enrolled. The tuition fee for each course can be found in the Course Catalog or on the non- credit certificate registration page [here](#). Required CT LABS carry no additional fee. Students pay a per-semester \$40 registration fee.

Tuition and fees must be paid in full at the time of registration, unless your registration materials indicate otherwise. Registration is not complete until payment in full or payment arrangements such as verification of employer reimbursement have been made.

## FINE CUTS

Fine Cuts is an annual event featuring film and video works produced by students taking graduate, undergraduate, and certificate classes in the School of Media Studies. Finalists are selected by an external jury of film professionals. The screening is followed by a faculty-led Q&A session with the student media makers; an awards ceremony, including a prize for Best in Show and Audience Favorite, and a public reception for students, guests, and faculty.

## RUFF CUTS

This student media workshop and screening series, offers New School students an opportunity to exhibit and discuss their works-in-progress. Presenting students receive constructive feedback on their film, video, and audio work. Media Studies faculty members and invited professionals attend each session and participate in a dialogue and critique with students.

# POLICIES

## ATTENDANCE

Students in Non-credit Certificate programs may not have more than four (4) absences in each fall or spring semester or three (3) absences in summer semester. Four (4) or more absences during the fall or spring semester and three (3) or more absences during the summer semester will result in a failed grade (see grading policy). Three (3) late arrivals or early departures count as 1 absence.

## GRADE REPORTING

To earn a noncredit certificate, students must successfully complete all required courses. Certificate students receive a grade of Approved (AP) or No Grade (NG) in any course taken toward a certificate. Grades are recorded for all students registered in a course for credit or for non-credit certificate. In order to earn a grade of "Approved" for a class, students must complete all assignments and do minimally the equivalent of "B" work for the class. Simply turning in a final product is not enough to constitute a grade of "Approved". Only courses that have earned "Approved" will count towards a non-credit Certificate. The University Records Office posts grades within two weeks of submission by the instructor. Grades are posted by student ID number (printed on your course schedule and photo ID card) online at MyNewSchool; students without access to the Internet can obtain grade reports from the Registrar's Office at 72 Fifth Avenue.

## REQUEST FOR CERTIFICATE

A student who has completed all the requirements of a certificate program should file a certificate petition (found [here](#) under 'Petitioning to Graduate') with the Registrar's office.

# ACCESS AND SUPPORT

## NETID

Non-credit students receive a NetID when they register for classes. The NetID allows you to access [my.newschoold.edu](http://my.newschoold.edu) and Canvas, where you can find information about your classes. If you do not know your NetID, you can look it up [online](#) with your New School ID Number (on your student ID card) and your last name.

Alternatively, current students can call the Registrar's Office at 212.229.5620 or visit the Registrar's Office at 72 Fifth Avenue, 4th Floor, with a photo ID for help retrieving their NetID. Incoming students can contact admissions at 212.229.5150 or toll-free at 800.292.3040.

## NEW SCHOOL ID CARD

Campus Card Services  
72 5th Ave (at 13th Street), Lower Level  
[newschoold.edu/card](http://newschoold.edu/card)  
[newcard@newschoold.edu](mailto:newcard@newschoold.edu)  
212.229.5323 x 4472

**Hours:**

Mon/Tues/Thurs 9:00 a.m. – 5:30 p.m.

Wednesday 9:00 a.m. – 6:00 p.m.

Friday 9:00 a.m. – 4:30 p.m.

The Newcard, The New School's official identification card, gives you access to university buildings and services at various campus facilities, including academic technology labs and libraries. To obtain a Newcard ID, visit Campus Card Services Students with a government-issued photo ID such as a passport or driver's license, or a high-quality photo of same (preferably on a phone or tablet). There may be long wait times at the start of the semester, so please plan your visit accordingly.

## MY.NEWSCHOOL.EDU

Certificate students can access their personal student information on the Internet through [my.newschoo.edu](http://my.newschoo.edu). For more information, visit [my.newschoo.edu](http://my.newschoo.edu). If you have not logged on to [my.newschoo.edu](http://my.newschoo.edu) before, you will need your New School student ID number to get your log-in information. Once you have your log-in information, you will have access to up-to-date records of your student activities, including your course enrollment, the status of your tuition and fees and your grades.

## WIFI ON CAMPUS

Non-credit students can access WiFi throughout the academic campus using the 'newschool-guest' network. Access is granted in seven-day increments using your email address as your username and a system-generated password. In general, any device that natively supports 802.11 WiFi networking and has a web browser application will work with the Guest Network. For more information on how to access the 'newschool-guest' network go [here](#) or call the IT Help Desk.

## COMPUTER AND SOFTWARE ACCESS ON CAMPUS

Continuing Education/Non-Credit students have access to the following computing resources:

- "Express Stations" for checking email or web browsing. Here is the public list of [Express Station Locations](#).
- Classroom computer stations for additional access to the same software available in the computer labs. Classroom computers may be used when classes are not scheduled and they default to auto-login upon machine startup.
- Various labs are available across campus. Review the [Technology Lab Spaces](#) (doc) to determine which technology lab is most appropriate to your specific technology needs. Use the [Software Configurations](#) (doc) list to find stations with specific software installed.

## LIBRARY ACCESS

Open Campus students have access and borrowing privileges at TNS library locations. Net ID number and photo ID are required. This includes access to online resources such as Lynda.com. Students are also welcome to familiarize themselves with library resources through online tutorials.

[libhelp@newschoo.edu](mailto:libhelp@newschoo.edu)

212.229.5307

## UNIVERSITY LEARNING CENTER

The University Learning Center (ULC) is a free tutoring service offered by the university to students, faculty, and alumni of The New School. The ULC offers support in: Adobe; Computer Programming; General Writing; Graduate Writing; Math; Oral Presentations; Citations; Time Management.

[learningcenter@newschoo.edu](mailto:learningcenter@newschoo.edu)

212.229.5121

## STUDENT WELLNESS & HEALTH PROMOTION

Workshops are open and free for continuing education students. Upcoming workshops and events can be found on the Student Wellness & Health Promotion page: [newschool.edu/student-health-services/wellness-and-health-promotion/](https://newschool.edu/student-health-services/wellness-and-health-promotion/)

## PRINTING

Film Production Certificate students may print course-related black and white documents at the Film Office and course-related color documents at the 6 East 16th Street, room 604. Contact the Film Office for lab hours. Bring the documents on a thumb drive and a staff member will print them for you at both locations.

Please be aware that all print facilities are viewable through The New School's Information Technology page, which is accessed via [my.newschoo.edu](https://my.newschoo.edu). Keep in mind that Certificate students are not assigned print credits as part of the course they are taking, but are welcome to add credits through their [my.newschoo](https://my.newschoo.edu) student dashboard.

## EQUIPMENT ACCESS

Registered students have access to equipment reserved for the class in which they are currently registered. Policies, procedures, and equipment reservations are made available by the Media Studies and Film Production Office at 6 East 16th St., Room 604.

## CANVAS

Most professors will post readings, assignments, updates and other class information to Canvas ([canvas.newschoo.edu](https://canvas.newschoo.edu)). To access your classes online:

Log into <http://my.newschoo.edu>.  
Look for the symbol labeled 'Canvas' in the upper right corner.

This will open the course site; a link to the course should appear under the Courses tab (however courses will not appear until the first day of class). On the first day you'll also see a course titled 'Student Orientation.' Please visit the student orientation tab for helpful information on using the online system.

## STUDENT SERVICES

A full list of helpful links and information is available on the university website [here](#) including links to academic calendar, computer hardware and software deals, and other useful information.

## HELPFUL CONTACTS

### Director of Undergraduate Programs, School of Media Studies

Lana Lin  
79 5th Avenue, Room 1642  
212.229.8903  
[linl@newschoo.edu](mailto:linl@newschoo.edu)  
Office Hours by appointment

### Film Production Certificate Advisor

Carolyn Buschel  
79 5th Avenue, 16th Floor  
[mediastudiesadvising@newschoo.edu](mailto:mediastudiesadvising@newschoo.edu)  
Office Hours: By appointment

**School of Media Studies Film Office**

6 East 16th St., Room 604

[MSFilmOffice@newschool.edu](mailto:MSFilmOffice@newschool.edu)

Film Office 212.229.5800 ext 4230

Sync Manager 212.229.5800 ext 4228

**NSPE Office of Student Affairs**

66 West 12th Street, Room 401

[nspestudentaffairs@newschool.edu](mailto:nspestudentaffairs@newschool.edu)

**International Student and Scholar Services**

2 West 13th Street, 12th Floor, Room 1203

Phone: 212.229.5592

Fax: 212.229.8992

Skype: [isss\\_thenewschool](https://www.skype.com/people/isss_thenewschool)

[isss@newschool.edu](mailto:isss@newschool.edu)

**Registrar's Office**

72 Fifth Avenue, 4th floor

Phone: 212.229.5620

Fax: 212.229.5470

[reghelp@newschool.edu](mailto:reghelp@newschool.edu)

**Student Financial Services**

72 Fifth Avenue, 4th floor

212.229.8930

[sfs@newschool.edu](mailto:sfs@newschool.edu)

**IT Service Desk**

55 W 13th Street, 7th Floor

8:30 a.m. - 5:30 p.m. (Mon-Fri)

212.229.5300 x HELP (4357)

[itservicedesk@newschool.edu](mailto:itservicedesk@newschool.edu)