

A nighttime photograph of a modern building with a large glass facade. The building's name, "NEW YORK FILM ACADEMY", is illuminated in bright white letters on a dark section of the facade. A street lamp is visible on the left, and light trails from traffic are at the bottom. The sky is a deep blue.

# NEW YORK FILM ACADEMY

## NEW YORK FILM ACADEMY

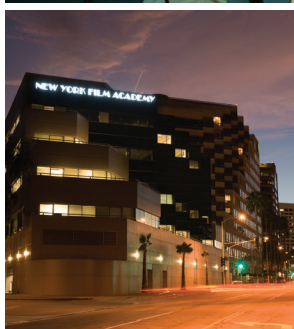
COLLEGE OF VISUAL & PERFORMING ARTS

**LOS ANGELES**  
**NEW STUDENT ORIENTATION**

3300

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# WHAT IS NEW STUDENT ORIENTATION?



We are excited to greet you!

We are excited to greet you and the several other students starting along your side. As a college of visual and performing arts, all of our students are here to study the art of storytelling. In fact, you have your own unique story as to how you became a student at the New York Film Academy. Whether this is your first time in college or not, or from Los Angeles or beyond, your new story starts here!

The purpose of New Student Orientation is to support your transition to the New York Film Academy. New Student Orientation Week is full of vital information including: academic expectations, student life, health and safety information, accommodations, student resources, and more! New Student Orientation also provides opportunities for students to meet classmates and make friends.

For questions about Orientation, please contact [OrientationLA@nyfa.edu](mailto:OrientationLA@nyfa.edu) or call 818-333-3558.

We look forward to meeting you during New Student Orientation!

# PRE-ORIENTATION SET UP

Before you join us for New Student Orientation week you will need to complete a few steps to get you ready:

1. Access NYFA Student Email Account
2. Activate and Install Zoom Education
3. Register NYFA Online Student Hub Account
4. Review Pre-Recorded Orientation Sessions

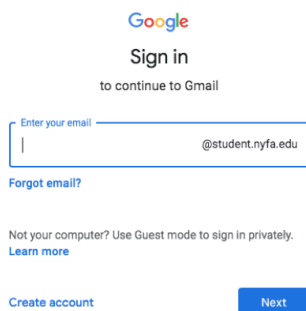
## ACCESS NYFA STUDENT EMAIL ACCOUNT

### STEP 1

Check your personal email address on file with NYFA for an email titled "New York Film Academy Student Email" sent by [account.admin@nyfa.edu](mailto:account.admin@nyfa.edu) (see sample email below). If you did not receive this email, please contact [support@nyfa.edu](mailto:support@nyfa.edu) with your first name, last name, and date of birth.

### STEP 2

Follow the instructions in the email. Go to <http://mail.student.nyfa.edu>, which will direct you to Gmail.



### STEP 3

Type in your username and password provided to you from the email titled "New York Film Academy Student Email" from [account.admin@nyfa.edu](mailto:account.admin@nyfa.edu).

### STEP 4

For security purposes we require you change your password after logging in. If you ever forget your password we can reset it to the initial password so please keep this information on file. For any help logging in, or to have your password reset, please contact: [support@nyfa.edu](mailto:support@nyfa.edu)

### STEP 5

Faculty and staff will provide various academy and course information to this account; even if you do not switch to this as your primary address, you are required to check it regularly while attending classes. Consider forwarding your NYFA student email to your personal email account or setting up your phone to receive your NYFA student email. Upon completion of your program, your email address and Google Apps account will remain active, should you choose to use it.

### SAMPLE EMAIL

From: Account Admin <[account.admin@nyfa.edu](mailto:account.admin@nyfa.edu)>

Subject: New York Film Academy Student Email

You have a new NYFA email address: [x.xxxx@student.nyfa.edu](mailto:x.xxxx@student.nyfa.edu)

Your account is part of the New York Film Academy's Google Apps, which means you have the added features of Google Docs and Google Calendars. Faculty and staff will provide various academy and course information to this account; even if you do not switch to this as your primary address, you are required to check it regularly while attending classes. Upon completion of your program, your email address and Google Apps account will remain active, should you choose to use it.

To begin accessing your account please visit: <http://mail.student.nyfa.edu>

Your username is: [x.xxxx@student.nyfa.edu](mailto:x.xxxx@student.nyfa.edu) Your initial password is: XxxXxx

For security purposes we require you change your password after logging in. If you ever forget your password we can reset it to the initial password so please keep this information on file. For any help logging in, or to have your password reset, please contact: [support@nyfa.edu](mailto:support@nyfa.edu)

Sincerely,

The New York Film Academy

# ACTIVATE AND INSTALL NYFA ZOOM EDUCATION

Below you will find step by step instructions on how to activate and set up your new zoom account. Please follow these instructions carefully. You may also find these instructions at <https://hub.nyfa.edu/guides/zoom>.

Here is a tutorial video that demonstrates these instructions:

[Activate and Install New NYFA Zoom Account](#)

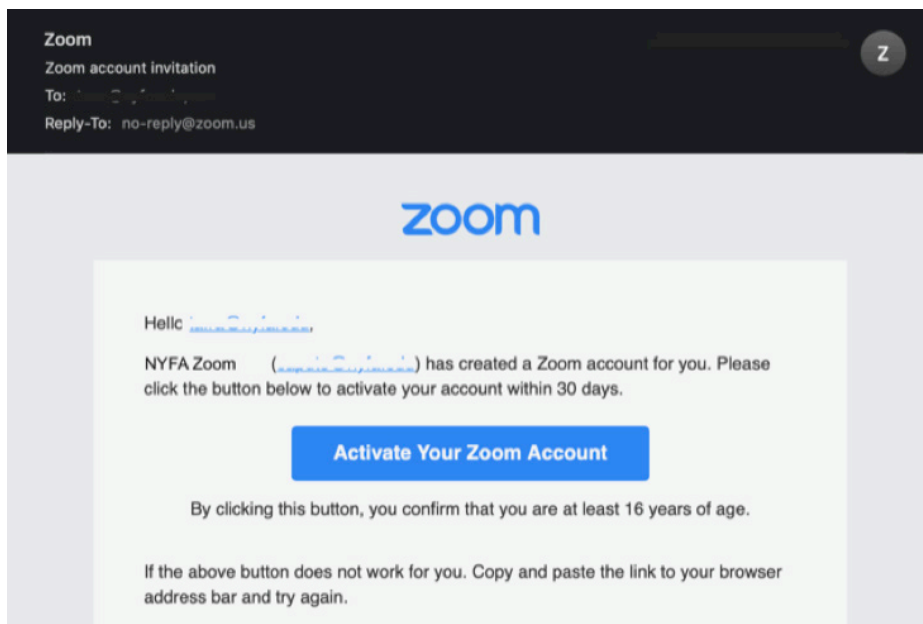
## How to access Zoom Education, activate your account, and log on:

Your Zoom Education classrooms are accessible through any device - personal computer, tablet or smartphone - with network access.

### STEP 1

You must do this in advance of your first class. **You will do this step just once, and you never have to repeat it.**

- You will receive a notification to your NYFA email from Zoom. Click “**Activate**” to activate your Zoom account. This is a SINGLE USE link that you will only need once to activate your account.



- You will click on “**Sign In With Google**”, and use your nyfa.edu email and password. **YOU MUST USE YOUR nyfa.edu ACCOUNT.**
- Click on “Create Account” when prompted. This will open a window to the Zoom homepage
- Click on “Resources” on the top right of the window, a drop down menu will appear.
- Click on “Download Zoom Client”
- Click “Download” under “Zoom Client for Meetings”
- Install the software onto your computer, as you would any software.

**After it installs, you now have an account and the Zoom software on your computer.**

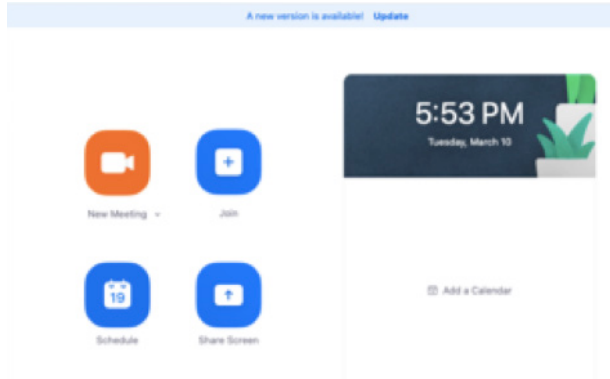
**Be sure to keep the Zoom Application Icon in your dock or on your desktop so you have easy access to it in the future.**

STEP 2

Open the Zoom application you just installed on your computer.

Click "Sign In" and then click "**Sign In with Google**" using your nyfa.edu email and password.

You should now be on the Zoom classroom home screen.

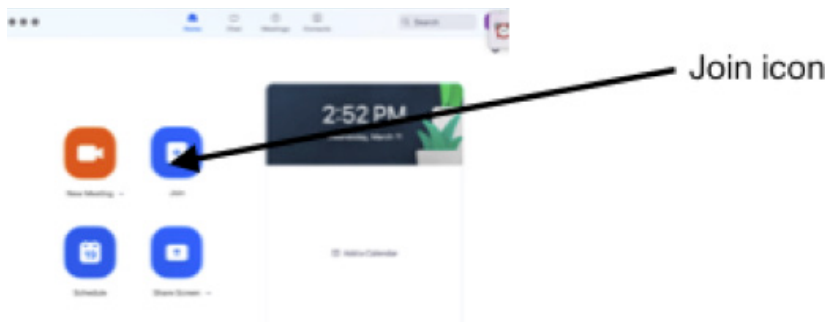


**YOU ARE NOW READY TO JOIN CLASSES**

STEP 3

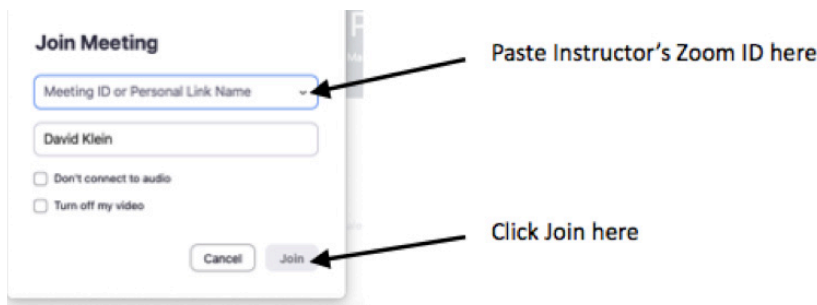
To join a class:

1. Click on the "Join" icon from the Zoom Classroom Home Screen:



2. A window will appear (shown below) that states, "Join Meeting." In the field that says, "Meeting ID or Personal Link Name" paste your the instructor's Zoom ID for the class you are attending. Instructors' IDs will be sent to you, in advance, by your department.

3. Click Join (as shown below):



4. A window may appear that asks you to confirm your audio and video access.

5. Your instructor and classmates will now be able to see and hear you.

PLEASE NOTE: If you arrive to the class before your instructor has begun, the application will inform you and you will be in a waiting room. No action is necessary. Simply wait, and when your instructor begins the class you will see and hear the instructor. All classes will automatically be recorded and stored in the cloud.

For technical support, please contact [support@nyfa.edu](mailto:support@nyfa.edu) or call +1 818-962-2240.

# REGISTER NYFA ONLINE STUDENT HUB ACCOUNT

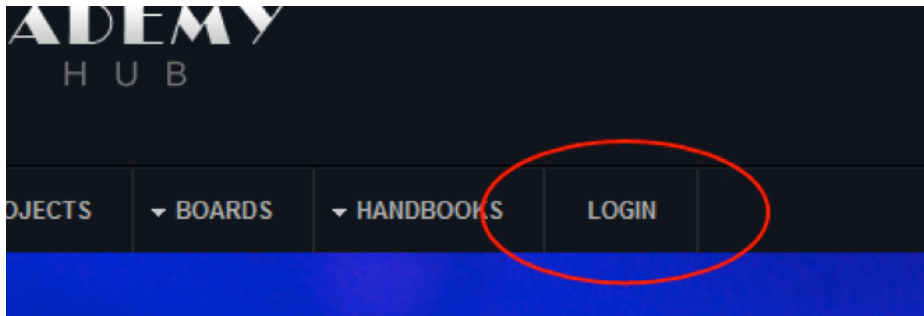
NOTE: A nyfa.edu email address is required to register for the Student Hub.

## STEP 1

Check your NYFA Student Email for an email stating "Your access to the NYFA Online Student Hub is now available."  
This email will contain your username and password.

## STEP 2

Visit <https://hub.nyfa.edu/> and click 'Login' located at the top of the page.



## STEP 3

Type in the username and password provided to you.

[Create new account](#) [Log in](#) [Request new password](#)

If you have issues logging in, please reset your password by clicking here. Otherwise, contact [support@nyfa.edu](mailto:support@nyfa.edu).

**E-mail \***

Enter your e-mail address.

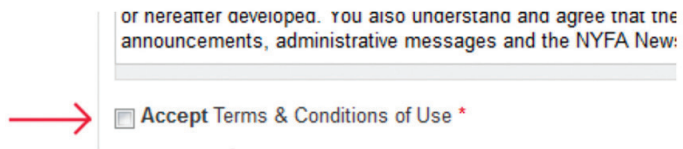
**Password \***

Enter the password that accompanies your e-mail.

**LOG IN**

STEP 4

Check 'Accept Terms & Conditions of Use'



STEP 5

Visit <https://hub.nyfa.edu/guides/edit-profile> for instructions on how to **Edit Your Profile** such as by adding an 'About Me', resume, reel, website links, and more. Visit <https://hub.nyfa.edu/guides/edit-account> for instructions on how to **Edit Your Account Settings** to upload a photo or change your password.. **For technical support, please contact [support@nyfa.edu](mailto:support@nyfa.edu) or call +1 818-962-2240**



# NEW STUDENT ORIENTATION WEEK SCHEDULE

Save the dates in your calendar for New Student Orientation Week, January 12th-15th, 2021. Each student's New Student Orientation schedule is different, as some sessions are mandatory for all students meanwhile others are mandatory for a select group of students. Please review all of the below online sessions carefully and make plans to virtually attend all of them. Dates and times of each session will be updated on the [hub.nyfa.edu](http://hub.nyfa.edu) New Student Orientation website.

## MANDATORY FOR ALL STUDENTS

### Welcome

Meet the Dean of the LA Campus, your Department Chair, and your fellow classmates. Learn what it will be like to be a student at NYFA for fall semester, including NYFA's safety plans for COVID-19.

### Student Life

Learn how to get involved, such as through clubs, activities, internships, housing, film festivals, and more! For questions, contact [studentlife.la@nyfa.edu](mailto:studentlife.la@nyfa.edu).

### Student Services

Get introduced to a range of Student Services such as the Equipment Room, the Library, and others.

### Health and Safety

You will learn more about staying well and safe, including COVID-19, Title IX, student conduct, campus security, counseling services, student accommodations, and more.

### Academic Expectations

Learn what is expected of you as a college student and become familiar with academic campus resources.

### How to Read Your Schedule

Academic Affairs will show you how to check for and join your classes. For questions, contact [aaofficela@nyfa.edu](mailto:aaofficela@nyfa.edu).

## MANDATORY FOR SELECT STUDENTS

### Acting Screen Tests

Please prepare a contemporary monologue from either a play or screenplay. Email your screentest to [acting.ladep@nyfa.edu](mailto:acting.ladep@nyfa.edu) before **Tuesday, January 12th 4pm Pacific Standard Time**, with the subject including your Full Name, Program, and "Screen Test". For Example, "Lynda Goodfriend Spring '21 MFA Screen Test".

### How to Choose a Monologue

Read through different selections of material until you find something that feels like you; material that you can relate to and makes you feel something emotional as you read. Please do not choose a monologue that is overly sexual, profane, violent or suicidal in nature.

Select a monologue that is age-appropriate and allows you to express the uniqueness of who you are and speak to your strengths.

### Helpful Monologue Resources

1. <http://www.dailyactor.com>
2. <http://www.monologuearchive.com>
3. <http://stageagent.com>
4. <http://monologueblogger.com>
5. <http://whysanity.net>

### How to Prepare Your Monologue

Now that you've chosen your monologue, you have to make it yours. You should read the entire play or screenplay, as it will help you make specific choices. Your monologue must be memorized.

When choosing a piece from a film you may also transcribe the piece and then work from the written text, rather than re-watching the original actor's performance. We are looking for your unique interpretation of the material.

### How to Record Your Screen Test

**Introduction:** Please state your full name and the title of the piece you are performing. Deliver this part to the camera.

**Eye Line:** Find the place off-camera where you can direct your piece. Do not look into, above or below the camera.

**Framing:** When you film the monologue, you want to capture your whole body or 3/4 of your body, not just your face.

**Sound and Lighting:** Make sure we can hear you (good sound) and see you (good lighting) clearly.

**Background:** Do not have distractions in the background (posters, activity, etc.)

**Wardrobe:** Wear clothes that do not distract from your performance. This includes shirts with large logos or statements, hats, or anything that hides your face from the camera.

**Props:** The general rule of using props for auditions is NO, unless it absolutely enhances your performance and does not take our focus away from you. If you feel it helps you, simple everyday items like a cell phone, purse, sweater or jacket would be fine. Do not: smoke, use prop weapons, or mime anything in your performance.

**Important Note:** Enjoy your performance! It will show us your passion and commitment to acting, and allow the true you to come through.

### Uploading Your Material

Upload your monologue using one of the following:

- Unlisted YouTube Links
- Vimeo links with password
- Google Drive with "shareable" link

Then, email your screentest to [acting.ladep@nyfa.edu](mailto:acting.ladep@nyfa.edu) before **Tuesday, January 12th 4pm Pacific Standard Time** with the subject including your Full Name, Program, and "Screen Test". For Example, "Lynda Goodfriend Spring '21 MFA Screen Test".

### Questions

Contact the Acting for Film Department at [acting.ladep@nyfa.edu](mailto:acting.ladep@nyfa.edu) or call 818-333-3558.

**Veteran Orientation**

Student veterans and their dependents and spouses will learn more about Veteran Services. For questions, please contact [veteran@nyfa.edu](mailto:veteran@nyfa.edu).

**Financial Aid**

Students on financial aid or interested in financial aid will be introduced to the Financial Aid department. For questions, contact [financialaid@nyfa.edu](mailto:financialaid@nyfa.edu).

**International Student Orientation**

International students will meet the International Office and learn important information about maintaining your immigration status. For questions, contact [lainternational@nyfa.edu](mailto:lainternational@nyfa.edu).

**OPTIONAL SESSIONS FOR ALL STUDENTS****Parent and Family Orientation**

Parents and/or family of students are invited to a panel with various staff on campus to better understand their student's experience

at the New York Film Academy. If your parent or family member plans to attend, please email [orientationla@nyfa.edu](mailto:orientationla@nyfa.edu) by January 12th, 2021.

**Aetna Health Insurance Session**

An Aetna insurance representative will be providing detailed information on NYFA's Student Health Insurance, such as reviewing policy details, finding health services in the area, and using the Aetna health portal. For questions, contact [nyfashipla@nyfa.edu](mailto:nyfashipla@nyfa.edu).

## PRE-RECORDED ORIENTATION SESSIONS

Most New Student Orientation sessions will take place virtually with staff on camera in real time to present information to you and answer your questions. Some New Student Orientation sessions will be pre-recorded for you to complete on your own time by a particular deadline. The pre-recorded Orientation sessions include Sexual Respect Training and COVID-19 Safety Training. More details will be sent to your NYFA student email with instructions.

## POLICIES AND RESOURCES

[Los Angeles 2020-2021 Course Catalog](#)

[Student Code of Conduct](#)

[Title IX Grievance Policy and Procedure](#)

[Sexual Misconduct Policy](#)

[Drug and Alcohol Policy](#)

# WHO TO CONTACT FOR HELP AND QUESTIONS

I NEED HELP	OFFICE/STAFF	CONTACT
<b>HEALTH AND WELLNESS</b>		
<ul style="list-style-type: none"> <li>Finding a healthcare provider</li> <li>Accessing my Aetna ID &amp; Insurance Questions</li> </ul>	Health Insurance Liaison, Elise Cregg	nyfaship@nyfa.edu
<ul style="list-style-type: none"> <li>Coping with anxiety and fear related to COVID-19 or other concerns</li> <li>Coping with personal, relationship, or academic stress and/or mood concerns</li> <li>Getting help for a friend who is depressed, suicidal, misusing substances, bingeing/ purging/ restricting</li> <li>Reporting a student engaging in self-harm behaviors/expressing suicidal thoughts Call 911 first and email: stanley.tam@nyfa.edu</li> </ul>	Counseling Services, Stanley Tam Kathia Rabelo	counselingla@nyfa.edu
<ul style="list-style-type: none"> <li>Submitting MMR vaccination</li> </ul>	Registrar Office	immunizationsla@nyfa.edu
<b>CONDUCT</b>		
<ul style="list-style-type: none"> <li>Reporting Sexual Misconduct</li> </ul>	Title IX Coordinator & Dean of Students, Susan Ashe	LAtitle9@nyfa.edu
<ul style="list-style-type: none"> <li>Reporting Bullying, Harassment, Discrimination</li> </ul>	Dean of Students, Susan Ashe	DeanStudentsLA@nyfa.edu
<ul style="list-style-type: none"> <li>Reporting Threats of Safety or Violence</li> </ul>	Dean of Students, Susan Ashe NYFA Security, Timm Browne	susan.ashe@nyfa.edu timm.browne@nyfa.edu
<ul style="list-style-type: none"> <li>Reporting Academic Dishonesty</li> </ul>	Dean of Academic Advising, Mike Civille	mike.civille@nyfa.edu
<ul style="list-style-type: none"> <li>Reporting Discrimination &amp; Harassment by NYFA Faculty/Staff</li> </ul>	Human Resources, Pankti Shah	pankti.shah@nyfa.edu
<b>ACADEMIC</b>		
<ul style="list-style-type: none"> <li>Requesting excused absences</li> </ul>	Your Instructor / Department Chair	Find your instructor's or department chair's email on the HUB directory - <a href="https://hub.nyfa.edu/directory/faculty-staff">https://hub.nyfa.edu/directory/faculty-staff</a>
<ul style="list-style-type: none"> <li>Requesting a Grade Appeal</li> <li>Seeking Academic Advice/Support</li> </ul>	Academic Advisor	sap@nyfa.edu
<b>ADMINISTRATIVE</b>		
<ul style="list-style-type: none"> <li>Requesting a Leave of Absence</li> <li>Requesting verification of enrollment letter</li> <li>Requesting a Withdrawal</li> </ul>	Registrar Office	laregistrar@nyfa.edu
<ul style="list-style-type: none"> <li>Paying tuition</li> </ul>	Bursar, Brian Koplow	labursar@nyfa.edu
<ul style="list-style-type: none"> <li>Understanding my F1/M1 Visa status if leaving the country and/or withdrawing from my program</li> </ul>	International Student Office, Christine Daniels	lainternational@nyfa.edu

<ul style="list-style-type: none"> <li>• Understanding my GI benefits and available VA resources</li> </ul>	Veterans Services, John Powers	veteran@nyfa.edu
<ul style="list-style-type: none"> <li>• Applying for loans, grants, or federal financial aid</li> </ul>	Financial Aid, Lissa Wayne	financialaid@nyfa.edu

### STUDENT SERVICES

<ul style="list-style-type: none"> <li>• Assistance finding housing</li> <li>• Lease questions</li> <li>• Roommate mediations</li> </ul>	Housing, Sarah Marples	housing.nyfa.edu lahousing@nyfa.edu
<ul style="list-style-type: none"> <li>• Requesting accommodations for illness or disability</li> </ul>	Student Accessibility Services, Prarthana Mohan	sas@nyfa.edu
<ul style="list-style-type: none"> <li>• NYFA equipment</li> </ul>	Equipment Room	laequipment@nyfa.edu
<ul style="list-style-type: none"> <li>• Tech support for ZOOM Education</li> <li>• Accessing my Everbridge account (NYFA's Emergency Alert System)</li> <li>• Accessing my HUB account</li> <li>• Accessing my NYFA email account</li> </ul>	IT Support	support@nyfa.edu
<ul style="list-style-type: none"> <li>• Tutoring</li> </ul>	Writing Center	nyfawritingcenter.com writingcenter.la@nyfa.edu
<ul style="list-style-type: none"> <li>• Books, DVDs, and reference materials</li> </ul>	Library	https://hub.nyfa.edu/library/la library@nyfa.edu
<ul style="list-style-type: none"> <li>• Connecting with Student Life</li> </ul>	Student Life, Missy Dominguez	studentlife.la@nyfa.edu
<ul style="list-style-type: none"> <li>• Tips on indoor fitness and nutrition</li> </ul>	Athletics, Elise Cregg	elise.cregg@nyfa.edu
<ul style="list-style-type: none"> <li>• Consultations for Career Development, finding internships, networking while social distancing</li> </ul>	Career Development & Industry Outreach, Barbara Weintraub	barbara.weintraub@nyfa.edu
<ul style="list-style-type: none"> <li>• Connecting with alumni and assisting alumni with networking</li> </ul>	Alumni Affairs, Dré Parsons	alumni@nyfa.edu network.nyfa.edu
<ul style="list-style-type: none"> <li>• Submitting to and working with festivals</li> <li>• Applying for awards / competitions</li> </ul>	Film Festivals, Crickett Rumley	festivalsla@nyfa.edu

### ORIENTATION

<ul style="list-style-type: none"> <li>• Any Questions to be directed to NYFA staff</li> </ul>	NYFA Front Desk	818-333-3558
<ul style="list-style-type: none"> <li>• New Student Orientation</li> </ul>	Orientation, Missy Dominguez	orientationla@nyfa.edu
<ul style="list-style-type: none"> <li>• International Student Orientation</li> </ul>	International Student Office, Christine Daniels	lainternational@nyfa.edu
<ul style="list-style-type: none"> <li>• Veteran Orientation</li> </ul>	Veterans Services, John Powers	veteran@nyfa.edu
<ul style="list-style-type: none"> <li>• Financial Aid Orientation</li> </ul>	Financial Aid, Lissa Wayne	financialaid@nyfa.edu
<ul style="list-style-type: none"> <li>• Acting Screen Tests</li> </ul>	Acting Department, Lynda Goodfriend	acting.deptla@nyfa.edu
<ul style="list-style-type: none"> <li>• How to Read Your Schedule</li> </ul>	Academic Affairs, Prarthana Mohan	aaofficela@nyfa.edu
<ul style="list-style-type: none"> <li>• Aetna Health Insurance Session</li> </ul>	Health Insurance Liaison, Elise Cregg	nyfashipla@nyfa.edu



## CONNECT WITH #NYFA

SEND NYFA YOUR SUCCESS STORIES,  
WE WANT TO STAY IN CONTACT

[SUCCESS@NYFA.EDU](mailto:SUCCESS@NYFA.EDU)

 [facebook.com/NewYorkFilmAcademy](https://facebook.com/NewYorkFilmAcademy)

 [twitter.com/NYFA](https://twitter.com/NYFA)

 [instagram.com/NewYorkFilmAcademy](https://instagram.com/NewYorkFilmAcademy)

 [linkedin.com/company/New-York-Film-Academy](https://linkedin.com/company/New-York-Film-Academy)

 [snapchat@NYFilmAcademy](https://snapchat@NYFilmAcademy)