

Student Handbook

Your Guide To



PITTSBURGH
FILMMAKERS

Academic Year 2017-2018

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**477 Melwood Avenue
Pittsburgh, Pa 15213
Administration Office: 412.681.5449
Equipment Office: 412.681.9500**

WWW.PFM.EDU

**PITTSBURGH FILMMAKERS
STUDENT HANDBOOK**
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PITTSBURGH FILMMAKERS STUDENT HANDBOOK

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Pittsburgh Filmmakers

Pittsburgh Filmmakers is a non-profit, tax-exempt organization founded in 1971 as an equipment access center for independent media artists. Now one of the nation's leading media arts centers, Pittsburgh Filmmakers offers one of the most complete professional and artistic training programs in the media and photographic arts in the United States. Students receive professional training as well as opportunities to share in a broad range of experience through seminars, workshops, internship programs, screenings and exhibitions. Classes may be taken for credit under the auspices of local colleges and universities (see **REGISTRATION**) as well as directly through Pittsburgh Filmmakers. All classes are open to the public.

Prospective students should have a high school diploma or GED; high school seniors may petition for admittance (contact the Registrar for details).

Most classes at Pittsburgh Filmmakers meet weekly for fourteen weeks. Each full-semester class meeting is 3 hours long, for a total of 42 clock hours, equivalent to 3 college credits. Check the current class schedule for the number of credits, meeting date and time for the class you are interested in. You may also check the current class schedule, available in hard copy as well as on our website, for semester beginning and end dates and holidays.

Pittsburgh Filmmakers classes are taught at our building at 477 Melwood Avenue, in North Oakland. This three-story building includes all Seminar Rooms, equipment rooms, editing suites, digital labs, and photo darkrooms, as well as the Liliput café, lounges and vending area for students and staff, two photography galleries, two screening rooms, and a small studio. The building is handicap-accessible, with the exception of two Seminar Rooms on the Mezzanine level.

Pittsburgh Filmmakers Telephone Numbers

Administration:	412-681-5449	Fax:	412-681-5503
Equipment Office:	412-681-9500	Pay phone first floor:	412-682-9256

Pittsburgh Filmmakers' School of Film, Photography and Digital Media is an accredited institutional member of the **National Association of Schools of Art and Design**, 11250 Roger Bacon Drive, Suite 21, Reston, Virginia, 20190, telephone (703) 437-0700.

Frequently Asked Questions

1. Q: How much do classes cost?

A: Non-college credit tuition for each full-semester course is \$615 (\$575 if paid online before the semester discount deadline). See the "Tuition/Course Fees" section on Page 9 for current rates and deadline. Course fees and expenses vary by course; see Q. 4 below.

2. Q: What is required to apply for admission to Pittsburgh Filmmakers?

A: The only requirement for entry-level classes is a high school diploma or GED. A high school senior may petition for admittance; see Q. 17 below.

3. Q: When do classes begin and how long do they last?

A: There are three semesters per year. Fall and Winter/Spring semesters run for 14 weeks, September to December and January to April; Summer semesters run for 13 weeks, from May to early August.

4. Q: Is tuition all I have to pay?

A: A student must be prepared to pay for textbooks and other materials and processing charges not covered by tuition. See "Materials" (Pg 14) for estimates of expenses for courses.

5. Q: Is financial aid available? Are scholarships or discounts offered?

A: Pittsburgh Filmmakers does not participate in Title IV financial aid programs. A limited number of scholarships are available to low-income students taking classes on a non-credit basis. Tuition discounts are available for PF/PCA Associate and Access Members.

6. Q: What is an "independent" student?

A: An independent student is a person who registers for classes directly with Pittsburgh Filmmakers and either pays his/her own tuition and fees or is paid for by an approved third party (please contact the Registrar for details).

7. Q: Does Pittsburgh Filmmakers grant degrees?

A: Pittsburgh Filmmakers is a NASAD-accredited institution, but it does not grant degrees. Pittsburgh Filmmakers courses may be applied toward a degree if the student is registered through a participating college/university program (see list of participating schools below). Independent students who register "credit transcript" may be able to transfer credit to a non-participating school, but acceptance of the credit is at the discretion of the school. If possible, always confirm that the school will accept the credit before registering.

University of Pittsburgh
Carnegie Mellon University
Carlow University
Seton Hill University
Washington & Jefferson College

Duquesne University
Robert Morris University
La Roche College
Duquesne University

8. Q: How do I register for classes at Pittsburgh Filmmakers if I am enrolled at a nearby university?

A: A student attending a participating institution (listed above) registers for classes at that institution. It is the student's responsibility to communicate with the appropriate personnel at their school to assure proper registration; contact Pittsburgh Filmmakers' Registrar to obtain contact information for your school.

9. Q: What is the difference between taking a course non-credit or credit transcript?

A: There is no difference in the content of the course whether taken on a non-credit or credit transcript basis. Courses taken on a non-credit basis are not acceptable for transfer to a post-secondary institution. (A student may decide to change the status of his/her courses from non-credit to credit transcript at a later date by paying the difference between the non-credit and current credit transcript tuition, plus a small processing fee.)

10. Q: What is Pittsburgh Filmmakers' tuition rate for possible transfer for college credit?

A: The cost is currently \$1150.00 for a 3 Credit / 42 classroom-hour course.

11. Q: How long will it take to complete a Certificate Program?

A: The Certificate in Film or Digital Video takes a minimum of seven semesters to complete, depending on a student's available time, resources and embarking semester; a Certificate in Photography will take a minimum of five semesters to complete. Completion of each Program requires a minimum of 12 courses, with no time constraints or minimum number of courses taken in any one semester. Students may progress through the Program at their own pace.

12. Q: Does a Certificate Program have to be taken for college credit?

A: No, these Programs may be taken on either a non-credit or credit-transcript basis; most independent students opt for non-credit. Certificate Program students enrolled in college generally complete the Program with a mix of non-credit classes taken independently and for-credit classes taken through their home school.

13. Q: Does Pittsburgh Filmmakers have an internship program?

A: Yes, Pittsburgh Filmmakers can assist in arranging internships with production companies, TV stations, feature films and TV series, freelance artists, and advertising agencies. Students generally apply for the

position, and register for the internship if chosen by the company. Many internship positions are competitive. Advanced students are given priority over beginning students. For specific information, please contact the Internship Coordinator by calling the main phone number, 412-681-5449.

14. Q: Does Pittsburgh Filmmakers have a job placement program?

A: No, however, paid and unpaid opportunities are referred to advanced students and recent graduates who request such information. We also post job opportunities on our bulletin board.

15. Q: May foreign students take classes?

A: Students who reside outside the United States may study at Pittsburgh Filmmakers; however, we are not able to assist such students in acquiring a student visa.

16. Q: Is housing available?

A: There are many housing rental options near Pittsburgh Filmmakers. Independent students research housing opportunities through online listings such as craigslist.org. We can also supply a list of realtors and management companies.

17. Q: Can high school students take classes?

A: High school students who have completed their junior year may petition to take entry-level courses at Pittsburgh Filmmakers. Visit the Pittsburgh Filmmakers website for a petition instructions. Courses for students at all grade levels are offered at our sister organization, Pittsburgh Center for the Arts.

PATHS FOR FILM & DIGITAL VIDEO IN THE NEW CURRICULUM

MOTION PICTURE FUNDAMENTALS

All Film & Digital Video students take this course first.

FILM PRODUCTION I OR VIDEO PRODUCTION I

Students in the film track shoot 16mm film and have the option in editing to either cut film or edit digitally. Students in the video track shoot and edit digital video.

TECHNICAL/THEORY ELECTIVE

Students in either track must take ONE of the following courses before moving on to the second production course: Intro to Screenwriting; Sound for Film & Video; Producing for Film & Video; Lighting for Film & Video; Technical Directing; Advanced Digital Editing Techniques.

FILM PRODUCTION II OR VIDEO PRODUCTION II

These are advanced production courses. Students in either track may cross over and take either Film Production II or Video Production II after completing this course in their respective track.

CINEMATOGRAPHY OR ELECTRONIC CINEMATOGRAPHY

Students who intend to shoot their thesis work on film take Cinematography, while students who intend to shoot their thesis work on digital video take Electronic Cinematography.

FILM THESIS I / VIDEO THESIS I

Students from both tracks meet together and work together. Film-track students shoot film while video-track students shoot digital video. All students write scripts, do pre-production and begin shooting in this course.

FILM THESIS II / VIDEO THESIS II

Students finish the work begun in the first half of this two-course thesis. They finish shooting and do all post-production, culminating in an exhibition quality film or video. Film projects may be finished on film, digital video or DVD. Finished work is exhibited at a public screening.

REGISTRATION

Students who register for advanced classes must have received a grade of “C” or better in prerequisite courses. If you wish to register for an intermediate or advanced level course and you have not taken the prerequisite course at Pittsburgh Filmmakers, you must obtain a Waiver of Prerequisite Course form from the Registrar. In cases where the prerequisite information for the course allows “permission,” a full-time faculty member may assess a student’s ability to enter the class and will sign the waiver form. In these cases the signature of the course instructor is not needed. If the prerequisite information for the course allows “permission of the instructor”, you should speak with the course instructor directly (the instructor’s phone number/email address may be obtained from the Registrar). The instructor must fill in the reason for allowing the waiver, and must sign and date the form. The completed form must be turned in to the Registrar with the registration form and payment.

Independent (non-credit students)

Registration for classes and workshops may be completed by paying tuition in person at Pittsburgh Filmmakers’ Administrative offices (477 Melwood Ave. in Oakland) or by mailing payment to the Registrar, Pittsburgh Filmmakers, 477 Melwood Ave., Pittsburgh, PA 15213. Registrations may be placed by telephone or fax or online with a credit card number, expiration date, and cardholder name. Roster space is reserved only for students who have paid their tuition in full. Payment must be made in full at the time of registration. Early non-credit online registrants receive a significant discount (see “Tuition”). We recommend that you register early, since many course sections fill rapidly.

Pittsburgh Filmmakers’ courses may be used for ACT 48 continuing education hours (contact Registrar for details; check appropriate box on registration form and supply your teacher ID number).

Independent (credit transcript students)

It is possible that students may receive transferable college-level credit by paying the credit transcript tuition rate as listed in the current semester class brochure. There is no discount on the tuition. Please check the “credit transcript” box on the registration form in the brochure. We recommend contacting the receiving school in advance. Acceptance of transfer credits varies by institution.

A student may choose to upgrade from non-credit to credit transcript status by paying the additional tuition. After the course has met for the first time, there will be an additional fee of \$35 per credit to make this change. If a student chooses at some future date to upgrade from non-credit to credit transcript status, the student will be billed the difference between the non-credit tuition paid and the current credit transcript rate (at the time the change is made) plus \$35 per credit.

Hours and Credits

Studio courses in which students produce individual artwork, meet for 42 classroom hours for a three-credit course. During the term, students are required to attend an additional 10 hours of a mixture of technical training sessions and supervised lab time. Three-credit studio courses require a minimum of six hours per week, on average, of additional outside work time. (Hours are proportionate to the described model for classes that result in fewer or more credits.)

Non-studio courses meet for 42 classroom hours for a three-credit course. Three-credit non-studio courses require a minimum of six hours per week, on average, of additional outside work time. (Hours are proportionate to the described model for classes that result in fewer or more

credits.)

Students may submit transcripts from other institutions for the purpose of obtaining advanced standing and permission to enroll in higher-level classes. If the coursework is applicable it will be evaluated by full-time faculty members who teach in the discipline under consideration (film, photography, video, digital media). The evaluation is based on course content and equivalency to courses (offered at Pittsburgh Filmmakers' School of Film, Photography and Digital Media), grades, and, in some cases, work produced in those courses. Faculty may speak with the student about course content before making a final determination.

Students may request transfer credit to fulfill specific required or elective courses in a Certificate program. If granted, this would allow the student (in consultation with their faculty advisor) to substitute a limited number of electives for required courses. In order to earn the School's Certificate, all students must successfully complete (12) three-credit courses at the School with an overall grade point average of 3.0 or better.

Veterans/dependents/ active duty military personnel using GI Bill benefits may request evaluation of coursework taken at other institutions to be applied as transfer credit. This evaluation will be done on an individual basis. If credit is granted, the length of the program may be shortened.

University of Pittsburgh/College of Arts and Sciences

A&S Undergraduate students are required to obtain a permission number from the Film Studies office for all FILMST courses. This permission number will hold your seat in an approved Pittsburgh Filmmakers class. Permission will be granted during the registration period on a first-come, first-serve basis to degree seeking, undergraduate students enrolled in the School of Arts and Sciences. Each student must see the Film Studies Administrative Assistant in CL 624 to complete necessary forms and receive a permission number. Enrollment is limited each semester. Students who do not register in time to receive one of the reserved spaces may register for a Pittsburgh Filmmakers class as an Independent, non-credit student, but the University of Pittsburgh will not accept the class for credit.

University of Pittsburgh/College of General Studies

Media and Professional Communications majors, and Certificate students specializing in Digital Media begin their registration process with their advisor in the CGS office. Enrollment is limited each semester.

Carnegie Mellon University

Students register for Pittsburgh Filmmakers' classes at the College of Fine Arts' Dean's office. For Summer semesters, students register as Independent credit transcript students directly with Pittsburgh Filmmakers. At the end of the semester, students must fill out a Transcript Request Form to have an official transcript sent to CMU for the transfer of credit. There is a \$3.00 charge for each official transcript.

La Roche College

Students register for Pittsburgh Filmmakers' classes at the Office of the Registrar at La Roche.

Carlow University

Students register for Pittsburgh Filmmakers' classes at the Office of the Registrar at Carlow.

Duquesne University

English majors with a Film Studies concentration register through the English Department. Other Duquesne University students may pre-register for Pittsburgh Filmmakers' classes through the Advising Office of the McAnulty College of Liberal Arts. Two forms must be completed: a Duquesne form, "Application for Approval of Study with Pittsburgh Filmmakers," and a Pittsburgh Filmmakers' Self-pay registration form.

Robert Morris University

Students register for Pittsburgh Filmmakers' classes at the Robert Morris Registrar's Office.

Seton Hill University

Students register for Pittsburgh Filmmakers' classes at the Seton Hill Registrar's Office.

For Summer semesters, Seton Hill students register as Independent credit transcript students directly with Pittsburgh Filmmakers. At the end of the semester, students must fill out a Transcript Request Form to have an official transcript sent to Seton Hill for the transfer of credit. There is a \$3.00 charge for each official transcript.

Washington and Jefferson College

Communication Arts majors and Film Studies emphasis students should contact their advisor or the Communication Arts department chair for details.

TUITION/COURSE FEES

Independent Students

Tuition is listed in the Class Schedule for each semester and must be paid in total directly to Pittsburgh Filmmakers at the time of registration to reserve space in the classes. Each semester offers a "discount deadline" for Independent non-credit students -- if registration is completed prior to this date, the student receives the discounted tuition rate. There is no early payment discount on credit transcript tuition. **Please see our website for additional tuition discounts for members. Students enrolled in our Certificate pay a flat tuition rate; no additional fees or discounts apply.**

Students who hope to earn transferable for classes previously taken on a non-credit basis, may convert the classes to "for credit" by paying the difference in tuition (based on current for credit tuition rate). A \$35 per credit processing fee will also be applied to any changes from non-credit to credit made after the first class meeting of any semester.

University of Pittsburgh

Tuition for A&S or CGS Media and Professional Communications students is included in the University of Pittsburgh tuition fee. Course fees must be paid directly to Pittsburgh Filmmakers, *on or before the due date* as listed in the University of Pittsburgh course description booklet and also on the special registration form for Pittsburgh Filmmakers classes. *Failure to pay course fees by the due date will result in an additional late fee.* Only students who have paid their tuition and course fees in full will be able to access Pittsburgh Filmmakers equipment and facilities. Students who register late, after the listed course fee due date, are required to pay the course fee within one week.

Carnegie Mellon University

Tuition for CMU students is included in CMU's tuition except for Summer semesters when CMU students must register on an Independent credit transcript basis. Course fees must be paid directly to Pittsburgh Filmmakers *on or before the due date* as listed on the special registration form for Pittsburgh Filmmakers' classes. *Failure to pay course fees by the due date will result in an additional late fee.* Only students who have paid their tuition and course fees in full will be able to access Pittsburgh Filmmakers' equipment and facilities. Students who register after the course fee due date will be required to pay the course fee within one week.

La Roche College

Tuition and course fees for Pittsburgh Filmmakers' classes are included in the La Roche tuition fee.

Carlow University

Tuition for Pittsburgh Filmmakers' classes is included in the Carlow University tuition. Course fees are payable directly to Pittsburgh Filmmakers *on or before the due date* listed on the

special registration form. *Failure to pay course fees by the due date will result in an additional late fee.* Only students who have paid their tuition and course fees in full will be able to access Pittsburgh Filmmakers' equipment and facilities. Students who register late, after the listed course fee due date, are required to pay the course fee within one week.

Robert Morris University

Tuition for Pittsburgh Filmmakers' classes is included in the Robert Morris University tuition. Course fees are payable directly to Pittsburgh Filmmakers *on or before the due date* listed. *Failure to pay course fees by the due date will result in an additional late fee.* Only students who have paid their tuition and course fees in full will be able to access Pittsburgh Filmmakers' equipment and facilities. Students who register late, after the listed course fee due date, are required to pay the course fee within one week.

Seton Hill University

Tuition for Pittsburgh Filmmakers' classes is included in the Seton Hill University tuition, except for Summer semesters when students must register on an Independent credit transcript basis. Course fees are payable directly to Pittsburgh Filmmakers *on or before the due date* listed. *Failure to pay course fees by the due date will result in an additional late fee.* Only students who pay their tuition and course fees in full are able to access Pittsburgh Filmmakers' equipment and facilities. Students who register late, after the listed course fee due date, are required to pay the course fee within one week.

DROPS, WITHDRAWALS AND SCHEDULE CHANGES

Independent Students

Refunds would be given according to the standard policy (see **REFUNDS**). Providing that there is space available, students may also elect to switch sections of a particular course or change courses altogether by speaking with the Registrar. **This must be done before the desired course has met for the second time.** A student may request a "W" grade ("Withdrawal") from his or her instructor at any time during the semester (see **GRADES**).

Credit transcript students may withdraw as above up to the seventh week of classes (sixth week during 12 week Summer semesters). From that point until the end of the semester, the student must obtain an official Withdrawal Form from the Registrar, and get their instructor's permission and signature in order to be issued a "W" grade.

College Students

Students registered through a college may drop or withdraw from a course or make schedule changes at Pittsburgh Filmmakers by first notifying the Registrar at Pittsburgh Filmmakers and then following the proper withdrawal or add/drop procedure at their school. Permission and forms should be obtained from the department in which the student registered.

Schedule changes will be permitted **before the second meeting of the desired course**, if there is available space.

THIRD PARTY BILLING

Pittsburgh Filmmakers works in conjunction with the State Office of Vocational Rehabilitation, and is approved for the G.I. Bill. If a student is interested in seeking funding for tuition through one of these services, he or she should contact a counselor at one of these offices.

Pittsburgh Filmmakers will also accept payment from students' employers. Students must contact their employer several weeks prior to the semester start to determine if their company will subsidize tuition and fees to Pittsburgh Filmmakers. We will reserve space in class and bill the company once they have provided a letter stating they will pay for the tuition. The letter must be on company letterhead stating the student's name, address, phone number, social security number,

with the name of the company contact person and address to which the invoice should be sent. Invoices must be paid in a timely manner in to continue to reserve a seat in the class.

REFUNDS

College (non-Independent) Students

College students who are responsible for paying course fees directly to Pittsburgh Filmmakers are eligible for a full refund of course fees only if the student notifies the Registrar at Pittsburgh Filmmakers of intent to drop within 24 hours of the first class meeting. *Do not rely on your school to notify Pittsburgh Filmmakers of any changes you have made there.* Students who pay course fees directly to a college/university must follow that schools policy on refunds.

Independent Students (non-credit and credit transcript)

Once payment has been made and a space reserved in a class, 20% of the total fee is completely non-refundable. 80% of the total fee is refundable until the class has had its first scheduled meeting. After the first class meeting but before the second class meeting, 60% of the total fee is refundable. ***No refunds will be made after the second scheduled meeting of any class.*** *Tuition, in whole or in part, is not transferable to future terms under any circumstances.*

CHANGE OF ADDRESS, ETC.

Please be sure to notify the Registrar's office of any change in home address, email address or phone number. This will ensure timely correspondence regarding class meeting cancellations, grade reporting, special workshops, etc.

PRIVACY STATEMENT

Pittsburgh Filmmakers does not release private information to anyone without permission. We do share contact information (snail mail and electronic mail addresses) internally for purposes of bulk mailings, event announcements, and other items we consider of interest to our students and faculty. We do not sell our mailing list, but we may share with other non-profit arts organizations. See also STUDENT RECORDS. *If you do not wish to be on one or both of the above-mentioned lists please contact the registrar.*

We also photograph students in classrooms and around the facilities for use in our class schedules. Please inform the photographer if you do not wish your image to be used.

GRADE POLICIES

Pittsburgh Filmmakers will not tolerate cheating or plagiarism in any form, including: direct copying of (un-credited) writing from other sources such as books, magazines, the Internet; use of other people's media work without identifying it as such; use of assignments produced for other classes without the permission of the current instructor. Consequences of cheating or plagiarism will be: first offense -- failure/grade of zero on the exam or assignment; second offense -- failure of the course.

FINAL GRADES

All students, including students taking classes on a non-credit basis, will be assigned an official letter grade as follows:

A	<i>excellent work</i>	D	<i>poor work</i>
B	<i>good work</i>	F	<i>extremely poor work</i>
C	<i>fair work</i>	I	<i>Incomplete (see Incomplete Policy)</i>
W	<i>Withdrawal (see Withdrawal Policy)</i>		

Each instructor's syllabus will address his or her policies regarding how attendance (classes, labs and T.A. sessions as applicable) affects grading – be sure to read your copy of the syllabus. Instructors may also assign a plus or a minus following the letter grade, which will remain

on Pittsburgh Filmmakers' records and will be taken into account when considering eligibility for a Certificate or advancement into upper-level classes. **Students who register for advanced classes must have received a grade of "C" or better in prerequisite courses.**

Grades for Independent **credit transcript** students will be issued to schools by official transcript. The cost for each official transcript is \$3.00; an application form will be mailed with the student's individual grade report, or may be obtained from the Reception Desk or from the Registrar. *Student work must be claimed within 90 days of the end of the semester. Instructors will attempt to notify students; the work will be disposed of if there is no response.*

INCOMPLETES

Students may request a grade of Incomplete for their course when they have been unable to complete course work due to circumstances beyond the student's control (extended illness, family tragedy, etc.). If you have failed to properly budget your time or finances or if you have just not done the work you are ineligible to receive the Incomplete. You will then be assigned a letter grade based on the work you have completed in class. Students are also ineligible for an Incomplete due to missed classes. Incompletes are not to be used to make up missed instructional time. See your copy of the syllabus for policies regarding make-up work.

If you feel that you must ask for an Incomplete, please do so **at least one week prior to the end of the semester.** If your instructor agrees to request an Incomplete grade for you, he or she can provide an Incomplete Request Form that you must fill out, sign and date and have your instructor sign and date. Your instructor must list an official final due date for the project on the form, and must specify the grade to be issued should the required work not be completed by the agreed-upon deadline. Normally, all work must be completed during the first four weeks of the following semester.

The Incomplete is not approved until the Director of Education reviews the form and signs it. If your Incomplete is not approved, your instructor will assign a grade based on the work that was done.

Students whose Incomplete requests have been approved will be required to pay an additional course fee if it is necessary that they access facilities and equipment in order to complete their projects. An Incomplete Access ID card will be issued.

WITHDRAWAL AS A FINAL GRADE

(see also Drops, Withdrawals and Schedule Changes)

Students taking classes on a credit basis through a college or university may withdraw from a course provided they follow the guidelines and policies as set forth by their individual school.

Non-credit students must request a Withdrawal from the instructor in place of a standard letter grade. In this case, the student will be considered to have neither passed nor failed the class. (A grade of W does not allow the student to move on to the next level.) Withdrawals are allowed at the discretion of the instructor. Any student who ceases to attend class without requesting the grade of W will receive a grade of F.

STUDENT RECORDS

Students may have access to their records at any time by contacting the Registrar, Dory Perry, at 412-681-5449 ext. 202. Student records consist of contact information, each semester's class schedule with grades and record of payment, any pertinent correspondence or official forms (e.g. Waiver of Prerequisite), and copies of transcripts or Certificates issued. See also PRIVACY STATEMENT.

STUDENT CONDUCT POLICIES

Behavior: Students are requested to make every effort to maintain safe and clean conditions in the building, on the sidewalks and street, and in the parking lot. Both faculty will monitor indoor and outdoor class shoots, but students must also take responsibility for their safety and that of others.

If any accident occurs involving injury, please contact the Director of Operations or any staff member immediately. In the event of a minor incident, for example a spill of food or beverage, please clean it up yourself. Notify the Equipment Office of any major incidents.

Drug and Alcohol: Pittsburgh Filmmakers specifically prohibits the possession, sale, distribution, and/or use of illicit drugs or unauthorized or illegal use or possession of alcohol on the premises (including the parking lot).

Violation of this policy will result in appropriate discipline including warning, suspension of access, or dismissal.

Our staff can provide confidential information to students regarding agencies in the community offering rehabilitation therapy and drug and alcohol abuse counseling.

Harassment: Pittsburgh Filmmakers does not tolerate any form of harassment, including verbal, physical, or sexual. Any member of the PF community who believes he or she is the subject of harassment should report the situation to the appropriate staff person. Students and faculty members should speak with the Director of Education. Any incidents reported will be investigated thoroughly while protecting the privacy of those involved. Decisions as to disciplinary action will be made accordingly.

Computer use, Student Web-sites, and Internet Access:
Prohibited Activities on PF computers include:

- ***Uploading or downloading viruses***
- ***Using anyone else's password or permitting use of one's own password***
- ***Harassment or inappropriate conduct towards others***
- ***Use of computers for illegal, commercial or for-profit, or non-school-related purposes***
- ***Hacking***

Student web pages may not include child pornography as defined by the federal child pornography statute (18 USC sec. 2256), or any form of harassment or defamation.

GRIEVANCES

Any student with a complaint regarding grades or alleged plagiarism (see GRADE POLICIES) should first attempt to resolve the matter with their instructor. If no satisfactory solution is reached, the next step is for the student to contact the Registrar. Should a student have a conflict with their instructor, that student should see the Registrar, or the Director of Education.

For a problem regarding facilities or equipment, see the instructor first, full-time Equipment Office staff, or the Media Resource Manager (in that order).

In the event of a problem concerning a Pittsburgh Filmmakers' staff member, contact the Director of Administration to be directed to the appropriate person.

Any other problems, contact your instructor, your academic advisor if applicable, or the Registrar.

COUNSELING, ACADEMIC and OTHER

For academic advisement, any student may request a conference with an instructor. Students accepted into a Certificate are assigned advisors from the full-time faculty.

While Pittsburgh Filmmakers does not have a Counseling Office, the following numbers are for your reference (see "Guide to Human Services" section of the Verizon White Pages):

Allegheny County Drug & Alcohol: 412-350-3328

Allegheny County Health Department: 412-687-2243

Learning Disabilities Association: 412-341-1515
Carnegie Library of Pittsburgh Telephone Reference Service: 412-622-3114
Carnegie Library of Pittsburgh Job & Career Education Center: 412-622-3133
Center for Victims of Violence and Crime: 866-644-2882
Contact Pittsburgh Inc. 24hour Crisis/Suicide Hotline: 412-820-4357
Gay & Lesbian Community Center: 412-422-0114
United Way Helpline (24 hr.): 412-255-1155
Nutrition Services of UPMC: 412-692-4497
Pittsburgh Action Against Rape: 866-363-7273
Pittsburgh AIDS Task Force Inc.: 412-345-7456
Pittsburgh Council for International Visitors: 412-392-4513
Pittsburgh Psychiatric Society Referral Service: 724-375-5677
Rehabilitation Vocational Office (city of Pittsburgh): 412-392-4950
UPMC Mercy 24hour Evaluation & Referral Center: 412-232-8800
Western Psychiatric Institute: 412-624-1000
YWCA Women's Counseling Center: 412-255-1162

WEATHER CLOSINGS

Occasionally snow emergencies or other weather-related problems could force Pittsburgh Filmmakers to cancel classes. If weather is bad enough and you are unsure of whether to come to class or not, please tune in to KDKA Radio 1020 AM, WTAE Radio 1250 AM, KQV 1410 AM, Variety 96 WVTY FM, WTAE-TV Channel 4, or WPXI-TV Channel 11. We will list our class closings along with the other school closings. We will also change the greeting on our main phone line (412-681-5449) once a decision has been made to cancel classes. *College students should be aware that even if your school has cancelled classes, that does not necessarily mean that Pittsburgh Filmmakers has cancelled classes.*

TEXTBOOKS AND COURSE PACKETS

All required textbooks and instructor course packets are available in limited numbers for purchase at Pittsburgh Filmmakers. **Shot by Shot, 4th ed. is available at the front desk, which has extended hours the first two weeks of classes each semester.**

Pittsburgh Filmmakers will accept payment in the forms of cash, checks, money orders or credit cards (Visa, MasterCard or Discover).

In addition to textbooks and course packets, an instructor may require or recommend readings from books placed on reserve in the Pittsburgh Filmmakers' library. See below for details on checking out books.

LIBRARY

The Pittsburgh Filmmakers Library is an academic library providing a comprehensive collection developed to support our course work. The library is also an ideal area to study, pass the time or look for inspiration in a book of photographs or our DVD collection.

Hours and Access:

The Pittsburgh Filmmakers Library is located in the back corner of the first floor, straight back from the administrative entrance and the café.

Library hours change periodically and may be found at filmmakers.pfpca.org/school/library.

Any day that the equipment office is closed, the library will also be closed. On days when the Equipment Office closes before normal library closing time, the library will close when the Equipment Office closes. Other library closings will be posted in advance whenever possible.

Everyone is welcome to use the library materials in house. Current Access Members of PF/PCA and Students currently enrolled at Pittsburgh Filmmakers have checkout access. All Pittsburgh Filmmakers staff and faculty have access to the library as long as they are employed by

Pittsburgh Filmmakers.

The first time a Patron checks out materials from the library they will be issued a Library card. This card must be presented anytime the Patron borrows library materials. It will automatically be renewed when a student re-enrolls or a member renews. If a card is lost a replacement card may be issued.

Online Catalog

The Pittsburgh Filmmakers Library catalogue is available for searching at: www.librarything.com/catalog/pittsburghfilmmakers. You may also call (412) 681-5449 x217 during regular Library hours for assistance.

In House Services

We have three Apple computers available for patron use that have Internet access and Microsoft Word. Computer use is on a first-come, first served basis. The library reserves the right to deny patrons the right to view or listen to obscene or inappropriate materials and we ask that Patrons consider others when using the computers for extended periods of time.

Black and White Copies are \$.10/page. Color Copies are \$.25/page

The library has a large collection of magazines and journals related to film, photography and digital media. These are a wonderful resource that can be used in the library or photocopied. The library has a viewing station equipped with a video monitor, headphones, an all-region DVD player, BluRay player, and a VHS VCR. Patrons may view material from the library collection or bring their own material. Students and Access Members can only view media from the library collection in-house during regular library hours.

Checkout Policies

Faculty, Staff, Students & Members may take out up to 5 books for two weeks including text books for 3 days & up to 5 pieces of Production Media for 3 days. Faculty & Staff only may take out up to 5 DVDs for one week and 5 Photobooks for one week.

Periodicals remain in-house

Textbooks and other books placed on reserve do not circulate, unless more than one copy is placed on reserve. Then one copy will not circulate, but all other copies may be checked out for up to 3 days.

Fines

Materials returned late will be fined \$0.25 per day. Fines can be paid at any point after being accrued. When assessing fines, days when the library is closed will not be counted. Materials deposited in the drop box after closing are considered returned the next day that the library is open.

Patrons who have outstanding fines, or late materials not returned, may not check out any other material until the fines are paid and the materials returned. Students who have fines or outstanding materials at the end of the semester may have their grades held until the fines are paid and the material returned.

Writing Tutors

Students who need help with academic writing can find free tutoring through the Pittsburgh Filmmakers Library. Our tutors can aid you in:

Writing an assignment

Grammar, usage, and style skill development

Organization skills

Proofreading strategies

E-mail library@pfpca.org to schedule an appointment. Please use the subject line "writing tutor" and be sure to include days and times that you are available. The library will make arrangements for tutoring sessions on your behalf, please allow for two weeks notice.

In addition, the library has a variety of sources to help with your writing, stop by during regular operating hours to learn more.

FACULTY MAILBOXES

Mailboxes for faculty are located in Room 207 on the second floor. If you need to leave a message for your instructor, drop off or pick up a project, use this mailbox. There are wooden shelves for photography portfolios. *Student work must be claimed within 90 days of the end of the semester. Work that is not picked up will be thrown away.*

BULLETIN BOARDS

There are bulletin boards listing events, artist opportunities, job opportunities, students and services for hire, items to buy/sell/trade, located across from the In-House equipment office -- check these boards regularly. You will also see gray bulletin boards scattered throughout the building. These will hold Seminar Room Schedules and other Education Department-specific announcements.

CERTIFICATE PROGRAMS

Students are eligible to apply to a Certificate Program after completing two courses at Pittsburgh Filmmakers. Other entrance requirements are explained in the Certificate Program Handbook.

Pittsburgh Filmmakers' students may earn a Certificate in Film Production, Digital Video, or Photography by completing the requirements listed on the checksheets in the Certificate Program Handbook. Students must take a minimum of 12 courses at Pittsburgh Filmmakers in order to fulfill the requirements. These courses may be taken on either a non-credit or credit transcript basis. *Please contact the registrar for an application to a Certificate program.*

INTERNSHIPS

Advanced students wishing to pursue careers in media production are encouraged to seek internships through Pittsburgh Filmmakers. The program is designed to give students valuable work experience in their chosen field outside of the classroom environment. Film and video students have interned with local production companies, television stations, feature films, and media artists; photography students have been placed with freelance photographers, agencies, publications, and curators. Students work with the Internship Coordinator to find a suitable position before registering for the Internship course (FLM 298, VID 298, PHT 298 or DIG 298). Interested students should contact Will Zavala, Internship Coordinator, at ext. 219, or wzavala@pfpca.org.

OUT-OF-HOUSE EQUIPMENT ACCESS

Once a student has registered and paid the tuition and course fees for a class, he or she will be given access (beginning with the second week of class) to the equipment necessary to complete the work in that class. During the first class session a member of the Operations staff will hand out and explain the Operations Handbook. **It is essential that students obtain, read, and keep the booklet** as it explains the procedures and responsibilities that come with equipment access. **All students will be held to the terms of the Operations Handbook.**

By the second class session student ID cards will be available at the in-house equipment office. This ID card must be presented when equipment is checked out and it will not be returned until all equipment has been checked in satisfactorily. The student must be present during the checkout period to pick equipment up. A responsible third party may return the equipment at the specified check-in time, and the Operations staff will hold the student's ID card until the student picks it up in person. ***There is a \$5.00 fee to replace a lost ID card.***

Students may reserve equipment in person or by phone up to 2 weeks in advance. Equipment is usually checked out for up to 48 hours at a time, though it is possible to receive an

extension from the Operations staff. Please refer to the Operations Handbook for details.

IN-HOUSE EQUIPMENT ACCESS & AFTER HOURS ACCESS

Computers, film projectors, photo darkroom kits, film and video editing equipment and other specialty items cannot be taken out of the building at any time. These items are considered in-house equipment. If reservations are necessary these items can also be reserved up to two weeks in advance, but often for only several hours at a time. This does not mean that the student can only work for a few hours at a time, however. For example, a 16mm editing machine can only be reserved for 4 hours a day. If a student reserves that machine for a 10am - 2pm session, another student can reserve it for 2pm. If no one has the machine reserved for 2pm, and no one is waiting to use it, the student can continue working until someone else arrives to use it. In addition, students may be granted after-hours access privileges. A student could then reserve equipment beyond closing time (for example, on a night when PF closes at 9pm, the student could reserve for "6pm to after hours") and work as late as necessary. The student must begin working before closing, at which time the operations staff will sign in all after-hours workers. When finished the student must sign out, lock up the room or equipment, and make sure the outside door closes and locks behind him or her. During after hours no one can leave and re-enter the building, and no one can let another person into the building, EVEN ANOTHER STUDENT. This is a serious safety issue and anyone caught breaking these rules will lose after-hours privileges, will be fined, and may be denied access to all Pittsburgh Filmmakers facilities.

Materials

Some materials, such as darkroom chemistry and film cement, are provided through course fee payments by Pittsburgh Filmmakers, but students are responsible for the majority of film, video, and photography supplies necessary for a class. Students should be prepared to spend \$75-100 for a Motion Picture Fundamentals course, \$200-400 for a Film Production I course, \$300-800 for a Film Production II course; \$50-200 for either a Video Production I or II course; \$150-250 for a Black & White Photography I course, \$200-300 for a Black & White Photography II course, and \$150-250 for a Color Photography I course.

Several film labs offer student discounts. Up to date information will be provided in class. Hard-to-find materials, such as film leader and splicing tape, high-grade videotapes and thumb drives, are sold at the in-house equipment office. A price list is posted next to the window.

INTERIM EQUIPMENT ACCESS

Access to in-house and out-of-house equipment may be requested during the interims between semesters by completing a form available from the Reception Desk or from the Registrar. You must have taken a class during the semester just ended, and you must be registered for the next semester coming. You may combine the registration fees with your access fee. Interim Access covers **a)** breaks between semesters or **b)** May/June/July/August calendar months (1st to 30th/31st). The cost is \$25.00 per calendar month (or any portion thereof) for each type of access requested, or for semester break regardless of length. **It is not permissible to substitute Interim Access for Incomplete Access.**

LOCKERS

Lockers are available at the In-house Equipment window on a first-come, first-served basis. A locker rents for \$4.00 per semester, including a padlock. Because of the high demand, lockers are usually rented by the second week of the semester. Students wanting to maintain a locker must pay the rental fee at the end of each semester. Items left in unpaid lockers are subject to eviction.

FINANCIAL AID

Pittsburgh Filmmakers does not have a Financial Aid Office and does not participate in Title IV programs. Students taking courses for college credit can explore financial aid opportunities at their individual colleges. Pittsburgh Filmmakers recognizes that the media arts are expensive, and offers the following aids for students:

Pittsburgh Filmmakers Scholarship Programs

The Pittsburgh Filmmakers School of Film, Photography and Digital Media offers full and partial scholarships to students demonstrating financial need. Full scholarships cover all tuition and course fees except for a \$35 payment due at the time of class registration, and include a small cash grant for class expenses.

The Scholarship Program for New Students is open to first-time students who wish to enroll in an introductory course on a non-credit basis. The Continuing Student Scholarship Program is open to any non-Certificate student who has taken at least one class at Pittsburgh Filmmakers and who wishes to enroll on a non-credit basis.

Applications and guidelines are available at filmmakers.pfpca.org/school/classes/scholarships. For more information, contact John Cantine, Scholarship Coordinator, jcantine@pfpca.org or 412-681-5449 x215.

Pittsburgh Filmmakers Eastman Film Award

Each semester a panel of filmmaking instructors reviews applications from advanced film students and awards up to 1600' of 16mm film stock to deserving projects. Applications are usually available by the third week of each semester and the deadline for applications is usually close to mid-term.

Eastman Kodak Educational Allowance Program

Pittsburgh Filmmakers students are eligible for a 20% discount on all 16mm film stocks purchased directly from Eastman Kodak. Discount forms are available from Brady Lewis or John Cantine, and the form must have the signature of one of these two faculty members on it in order to be honored by Kodak.

Pittsburgh Filmmakers First Works Grant

Offered once per year in the spring, the Pittsburgh Filmmakers First Works Grant is designed to assist beginning film and video makers in creating a polished first work, which can then be used as a sample work to secure future funding. Through this, we hope to encourage a new generation of artists with new perspectives on life and art.

Grants may be used to either complete works in progress or to create new works. Funds will be given directly to the artist and must be spent on the production of non-commercial independent films or videos. The maximum individual grant is \$1000. The program is funded by Carnegie Mellon University, the University of Pittsburgh and Pittsburgh Filmmakers.

Pittsburgh Filmmakers Emerging Photographers Grant

Offered once per year in the fall, this program awards small grants to allow photographers to create exhibition-quality works, and is open to any photography student or artist member at Pittsburgh Filmmakers.

TRANSPORTATION

University of Pittsburgh students may take advantage of Pitt's North Oakland Shuttle service from central Oakland to the corner of Melwood Avenue and Baum Boulevard. Carnegie Mellon University students may also use Pitt's shuttle service with valid student ID. Between 7 p.m. and 3 a.m., Pitt's Van Call is available by calling 412-264-1700.

Students may also use the following **PATransit** buses

(**PAT** information: 412-442-2000 or portauthority.org):

71A *Negley* -- stops at Centre Ave. & Melwood Ave.

71C *Wilksburg* -- stops at Centre Ave. & Melwood Ave.

77 *Penn Hills*. -- stops at Baum Blvd. & Melwood

54 North Side/South Side loop -- stops at Centre Ave. & Melwood
82 Lincoln -- stops at Centre Ave. & Melwood Ave.
P3 – stops at Neville and Centre Avenue (weekdays only)

PARKING

The parking lot across the street from Pittsburgh Filmmakers is University of Pittsburgh lot “PF,” a permit-only lot patrolled by University of Pittsburgh police. Any Filmmakers’ student may purchase a parking permit for daytime parking from the Parking Office on the Pitt campus (412-624-4034). A letter of confirmation of registration from PF is required; any students registered through local colleges may obtain a copy of a confirmation letter by contacting the Registrar. *The upper lot is reserved for staff only.*

EXHIBITIONS

There are usually four student screenings each year. Early in the Fall and Winter/Spring semesters an open screening is held in which any film or video made in a Pittsburgh Filmmakers class can be shown. At the end of each semester, students completing Film Production and Digital Video Certificates are required to show their thesis films in a public exhibition. All shows are open to the public and are held in one of Pittsburgh Filmmakers’ theaters.

Students completing Photography Certificates will exhibit their work in the Melwood Gallery.

The first floor student exhibition space displays photographs produced in Pittsburgh Filmmakers advanced photography classes. Anyone interested in exhibiting work can contact Jessica Brown at jbrown@pfpca.org.

Outside Exhibitions

Pittsburgh Filmmakers operates three movie theaters: The Harris Theater on Liberty Avenue in the Downtown Cultural District, the Regent Square Theater at 1035 S. Braddock Avenue in Edgewood and the Melwood Screening Room in the main facility at 477 Melwood Avenue. These theaters show a continuously changing program of American independent and foreign films that usually will not be shown anywhere else in the area, and they represent a valuable resource for film and video students. Pittsburgh Filmmakers students receive a discount by showing their student ID card.

The Melwood Gallery is located in the main facility, outside the Melwood Screening Room. We exhibit the work of several established fine art photographers each year as well as occasional shows by photography faculty and members. Photographic work is also exhibited at The Basement Gallery under the Harris Theater.