

SCHOOL OF CREATIVE & PERFORMING ARTS

375 GREENWICH STREET; NEW YORK, NY 10013

SUMMER 2012 IMPORTANT DATES & INFORMATION

New York City – Manhattan Campus

IMPORTANT CONTACT INFORMATION:

For billing, registration, and general questions, at all times, please call the main office:

- SOCAPA MAIN OFFICE: Toll Free: (800) 718-2787; Local: (212) 941-4057
- Email: info@socapa.org

After acceptance, to reach the New York- Manhattan Resident Life office for questions/information about arrival, housing, visiting, or anything concerning your child's *stay* with SOCAPA, please use the following:

- SOCAPA NY- Manhattan Resident Life: (800) 718-2787 ext 712
- Email: reslifeny@socapa.org

Physical address of Loeb Dormitory SOCAPA Manhattan: 135 East 12th Street, New York, NY 10003

IMPORTANT DATES:

MAY 1, 2012: FORMS and PAYMENT DUE!

Final Payments, On-Line Health History, and paper Medical Release Form (with copy of proof of health insurance coverage) Due!

For registrations after May 1, full payment and all forms are **due with registration**.

SESSION ONE:

June 10, Sunday – SESSION ONE STUDENTS ARRIVE

- 11a-3p **Airport Pickups*** at JFK & LGA. See Arrival/Departure Details.
Please try to schedule arriving flights 11:00am – 3:00 pm.
- 1-4p **Check-in and Registration** at Loeb Residence Hall (Parent Drop-offs)
Student Identification pictures are taken; final administrative work to be completed.
Students receive room key and roommate assignments; unpack and get settled.
- 5:30p **Welcome Chow:** Pizza, Sandwiches, Wraps & Salads
- 5:30-9p **Student Orientation:** Tour of Campus & Facilities;
Review Student Handbook; Evening Screening: Sample Student Work

June 11, Monday – CLASSES BEGIN

June 16, Saturday – SESSION ONE STUDENTS DEPART*

- 8-9:30a **Dormitory Check-out** – Say Goodbyes -- Airport Drop-offs & Parent Pick-ups
Please try to schedule departing flights 11:00am – 3:00 pm.
Parent pick-ups should be planned between 8-9:30 am.
Students must be out of their rooms by 9am.

SESSION TWO:

June 17, Sunday – SESSION TWO STUDENTS ARRIVE

- 11a-3p **Airport Pickups*** at JFK & LGA. See Arrival/Departure Details.
Please try to schedule arriving flights 11:00 – 3:00 pm.
- 1-4p **Check-in and Registration** at Loeb Residence Hall (Parent Drop-offs)
Student Identification pictures are taken; final administrative work to be completed.
Students receive room key and roommate assignments; unpack and get settled.
- 5:30p **Welcome Chow:** Pizza, Sandwiches, Wraps & Salads
- 5:30-9p **Student Orientation:** Tour of Campus & Facilities;
Review Student Handbook; Evening Screening: Sample Student Work

June 18, Monday – CLASSES BEGIN

July 30, Saturday – SESSION TWO STUDENTS DEPART*

- 8-9:30a **Dormitory Check-out** – Say Goodbyes -- Airport Drop-offs & Parent Pick-ups
Please try to schedule departing flights 11:00am – 3:00 pm.
Parent pick-ups should be planned between 8-9:30 am.
Students must be out of their rooms by 9am.

SESSION THREE:

July 01, Sunday – SESSION THREE STUDENTS ARRIVE

- 11a-3p **Airport Pickups*** at JFK & LGA. See Arrival/Departure Details.
Please try to schedule arriving flights 11:00 – 3:00 pm.
- 1-4p **Check-in and Registration** at Loeb Residence Hall (Parent Drop-offs)
Student Identification pictures are taken; final administrative work to be completed.
Students receive room key and roommate assignments; unpack and get settled.
- 5:30p **Welcome Chow:** Pizza, Sandwiches, Wraps & Salads
- 5:30-9p **Student Orientation:** Tour of Campus & Facilities;
Review Student Handbook; Evening Screening: Sample Student Work

July 02, Monday – CLASSES BEGIN

July 14, Saturday – TWO-WEEK STUDENTS DEPART*

- 8-9:30a **Dormitory Check-out** – Say Goodbyes -- Airport Drop-offs & Parent Pick-ups
Please try to schedule departing flights 11:00am – 3:00 pm.
Parent pick-ups should be planned between 8-9:30 am.
Students must be out of their rooms by 9am.

July 20, Friday – FINAL THREE-WEEK SHOWCASE - Friends & Family Welcome!**

- 10:30a-1p **Showcase Live Performances:** Actor Monologues & Dance Choreography
- 2-6p **Showcase Screenings:** Student Films and Actor's Reels
- 6-8p **Post-Showcase Wrap Party**

July 21, Saturday – THREE WEEK STUDENTS DEPART*

- 8-9:30a **Dormitory Check-out** – Say Goodbyes -- Airport Drop-offs & Parent Pick-ups
Please try to schedule departing flights 11:00am – 3:00 pm.
Parent pick-ups should be planned between 8-9:30 am.
Students must be out of their rooms by 9am.

SESSION FOUR:

July 22, Sunday – SESSION FOUR STUDENTS ARRIVE

- 11a-3p **Airport Pickups*** at JFK & LGA. See Arrival/Departure Details.
Please try to schedule arriving flights between 11 am - 3 pm.
- 1-4p **Check-in and Registration** at Loeb Residence Hall (Parent Drop-offs)
Student Identification pictures are taken; final administrative work to be completed.
Students receive room key and roommate assignments; unpack and get settled.
- 5:30p **Welcome Chow:** Pizza, Sandwiches, Wraps & Salads
- 5:30-9p **Student Orientation:** Tour of Campus & Facilities;
Review Student Handbook; Evening Screening: Sample Student Work

July 23, Monday – CLASSES BEGIN

August 04, Saturday–TWO WEEK STUDENTS DEPART*

- 8-9:30a **Dormitory Check-out** – Say Goodbyes -- Airport Drop-offs & Parent Pick-ups
Please try to schedule departing flights 11:00am – 3:00 pm. Parent pick-ups should be planned between 8-9:30 am. Students must be out of their rooms by 9am.

August 10, Friday – FINAL THREE-WEEK SHOWCASE - Friends & Family Welcome!**

- 10:30a-1p **Showcase Live Performances:** Actor Monologues & Dance Choreography
- 2-6p **Showcase Screenings:** Student Films and Actor's Reels
- 6-8p **Post-Showcase Wrap Party**

August 11, Saturday – THREE WEEK STUDENTS DEPART*

- 8-9:30a **Dormitory Check-out** – Say Goodbyes -- Airport Drop-offs & Parent Pick-ups
Please try to schedule departing flights 11:00am – 3:00 pm. Parent pick-ups should be planned between 8-9:30 am. Students must be out of their rooms by 9am.

***Arrival/Departure Details:**

- We service JFK and LGA on the opening Sunday and the final Saturday of the program only. Families flying into Newark airport are responsible for their own transportation to camp. Please schedule arriving and departing flights between 11am - 3pm. Flights that arrive/depart outside the recommended time slot may be subject to an additional transfer fee.
- If your child is traveling as an **“Unaccompanied Minor,”** as designated by the airline, there is an additional fee of \$150 roundtrip, \$75 each way, charged by SOCAPA. It is extremely important that you notify SOCAPA if you have purchased the Unaccompanied Minor service (or been required to purchase it) from your airline. We will be able to inform you of the name of the person who will be picking your child up the Friday before arrival date, but no earlier. Please note that the airline also charges for this service.
- For domestic flights, we will meet the student at the baggage claim area for your flight. For international flights, we will meet students at the exit from customs. SOCAPA staff will be wearing a SOCAPA t-shirt and have a sign with student name. On departure day, we see students to their airline ticket counter, but we cannot accompany them past security.
- **Check-out procedure:** Students are responsible for cleaning their rooms and returning their room key. Our host university levies an additional fee for lost room key (\$40) and excessive cleaning (from \$25 - \$100), which will be taken out of the damage deposit held on your credit card prior to camp start.

****Final Showcase Schedule:**

The schedule provided above is a rough schedule of the Final Showcase based on years past. We will send out more detailed information about the final showcase the week before the show, including the location of each show. Students may either leave with friends or family after the showcase on Friday night or during the scheduled checkout time on Saturday morning. If you plan to check your child out Friday night, please make arrangements with the Resident Life Office prior.

CHECK-IN:

Check-in and Registration will take place between 1pm and 4pm on the opening Sunday (June 10, June 17, July 1, and July 22) of the program in the reception area of the Loeb Residence Hall dormitory (see enclosed Map). You will receive your room key and roommate(s) assignments upon your arrival. We cannot provide name of roommate

LOCATION:

NEW YORK CITY: New York City has long been a world center of artistic and cultural exploration. SOCAPA is surrounded by exciting locations for film shoots, many of which have been photographed by some of the most famous film directors of our time. SOCAPA students find themselves in the heart of this vibrant city, walking distance from Union Square, Washington Square Park, and a short distance from Times Square, the Theater District, Central Park, and one of the most diverse concentrations of cafés, restaurants, and artistic venues anywhere in the world.

SOCAPA MANHATTAN: SOCAPA's Summer Programs at the Manhattan campus are hosted at The New School's Loeb Residence Hall located at 135 East 12th Street in Manhattan. Resident students have lunch and dinner, Monday through Friday, at NYU's Weinstein Dining Hall. The majority of classes and the final show take place at 440 Studios, located at 440 Lafayette St.

RESIDENCE HALL: The New School's Loeb Hall opened its doors in August 1989 and is located at 135 East 12th Street between 3rd & 4th Aves. Loeb features two bedroom suites which house four students, two per room. Rooms are furnished with extra-long twin bed, desk, chair, dresser, and wardrobe for each student. There are shared bathrooms en-suite, stove, refrigerator, dining table & chairs. Amenities include rooms that are wired for Ethernet (need to bring own cable, no WiFi access) and central air conditioning. The dormitory also has student lounges, 24-hour security, card-operated laundry facilities, and great outdoor deck space.

DINING HALL: Boarding students will eat lunch and dinner Monday through Friday at Weinstein Dining Hall, also know as Downstein, which is located in the 'HEART' of NYU's campus. This is an all-you-care-to-eat dining experience, full of great tasting made to order entrees, exotic fresh fruits, a first rate salad area, and mouth watering desserts that will more than satisfy your sweet tooth. There are also great restaurants in the area offering a wide range of cuisine.

BREAKFAST AND WEEKEND MEALS: Students are responsible for their own breakfast and weekend meals. Each suite has a stove, refrigerator, and table and chairs, to make breakfast preparation easy. In addition, there are inexpensive and easy breakfast spots near by. Since SOCAPA students have the option of several city excursions on Saturdays and Sundays, lunch & dinner on Saturday and Sunday are also the responsibility of the students. For instance, they may be given the opportunity to explore Central Park, go shopping in SOHO or whisk out to the amusement park and beach on Coney Island. At mealtime, students are given the option of eating at inexpensive local restaurants or take-out stands. Prices can vary from two-dollar falafels and slices of pizza to twelve dollar sit down sushi combo dinners. We make it a point to recommend a wide variety of our favorite New York cheap eats and to encourage our students to try something they can't get at home. We generally recommend a total of \$125-150 dollars to cover daily breakfast and these weekend meals.

DAY STUDENTS: Day students are strongly encouraged to attend Sunday’s registration and orientation since we will be handing out the master schedules and covering other valuable information. This orientation will also provide you a chance to meet your fellow students and teachers/staff. We will send out details the week before the start of the program, but please plan to be available from 4:30 – 8:30.

The day student schedule normally runs from Monday – Friday, 8:45am -5pm, although there are some evening and weekend rehearsals and evening casting, shooting, and editing time. If projects finish early, you may have free time during the afternoon to work on assignments. Day students are responsible for their own meals and may pay with cash at the meal hall or at the local eateries in the campus area. Day students are welcome to attend the evening and weekend activities that our residential students attend at no extra charge. We highly recommend that parents of day students call our office prior to the beginning of the program to talk about daily arrival/departure and scheduling issues. In addition, please complete the Day Student Form in your online account.

RESIDENTIAL STUDENTS: Mail: **You can have mail sent to you at the following “Care Of” address:**
Student Name c/o SOCAPA Summer Program
Loeb Hall
135 East 12th Street
New York, NY 10003

Phones: There are payphones in the lobby of the dormitories and all over campus. It is highly recommended that you have a calling card in order to contact family and friends, or in case of an emergency. *We encourage students to bring their cell phones but they must be turned off in all classrooms, editing rooms and screenings or they will be immediately confiscated.*

Internet Access: There will be a computer room in the dorms. All dorm rooms have LAN Ethernet access if you bring a compatible laptop and Ethernet cable. The dorm does not offer WiFi.

Laundry: Card operated washer/dryers are available in the basement of your dormitory for your use. You can purchase laundry cards in the laundry room with cash or credit cards.

What happens if I get locked out or lose my key? DO NOT LOSE YOUR KEY OR ID! You are expected to have your Key Card in your possession at all times. There is a \$40 lost ID fee, so please take the necessary precautions to avoid these charges.

Room Safety: We may not be the only group of students in the dormitory so keep your doors locked at all times and valuables in a secure place. You are responsible for your own belongings.

Spending Money: The room and board fee covers nightly room and lunch and dinner Monday – Friday, as well as planned activities on nights and weekends. Students will need to purchase/prepare their own breakfast and weekend meals. Students may want to bring spending money for props, snacks or for any shopping he/she may want to do during their stay. We suggest \$5-\$10 a day for additional spending money as well as \$125-\$150 to cover breakfast and weekend meals (2 week program).

We highly recommend sending your child with a prepaid/reloadable debit card if they do not have a bankcard. These cards can be used to purchase necessities and withdraw cash. If the student runs out of money, parents can reload the card from home. Please do not send your child with hundreds of dollars in cash. This is not safe or wise. Students can bring cash to the office for us to hold. **SOCAPA cannot access money for students if they run out.**

MEDICAL EMERGENCY: In the event of a medical emergency, students will be taken to the emergency room at St. Vincent’s hospital on 13th St. All students are required to have primary medical coverage and to list emergency contacts on the online Health History form in your online account.

WHAT TO BRING: PLEASE LABEL YOUR BELONGINGS

<ul style="list-style-type: none">- ALARM CLOCK! You are responsible for being on time for all classes/events.- Soap/Shampoo, Toothbrush/Toothpaste- Running/exercise clothes and shoes. Comfortable, practical shoes. You do a lot of walking.- Nice outfit for showcase festival (remember this is an Art School not a Business School -jacket and tie are not necessary but even Kevin Smith makes an attempt to look decent once in a while)- Warm Sweatshirt or Sweater, shorts- Notebook and Pen- Reusable water bottle	<ul style="list-style-type: none">- Sunscreen- Laundry Detergent- Pillow/Linens (extra long twin size)/Blanket *if you are flying and do not have space for these items they will be available for rent- Bath Towel- Rain gear-umbrella or raincoat- External hard drive -photo/film programs*- Items for mini kitchen- spoon and bowl for cereal, paper plates, napkins, etc.-Spending money (some cash, debit/credit card)
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Filmmakers and Screenwriters:

<ul style="list-style-type: none">-REQUIRED: An external MAC-compatible USB/FireWire hard drive (not one that must plug into wall) of at least 100 Gigs is required so that you can take all your digitized raw footage and project files home with you. It also allows you to edit on any available computer in our editing lab. We recommend a LaCie Rugged.- A small laptop computer could be helpful when writing your script but is not necessary; you will have limited access to a computer center. Screenwriting students are required to bring a laptop.- Story Ideas, see film assignments in the curriculum section of our website- Small props and costumes that are necessary for your film idea. Don't go overboard!- Music that you think would be good in your film (on CD is best – you can't upload from an iPod or MP3 Player to our editing systems).- Any camera that you own that you want to learn how to better use; any film or video work you want to share.

Actors:

<ul style="list-style-type: none">- Interesting, versatile clothes/costumes as you may be asked to play a wide range of roles over the course of the program. A nice suit or dress usually comes in handy. Try to avoid white clothing, as the color white does not translate well to film/video.- Ideas for a monologue and a short two-person scene, both can be professionally written (from a play or film) and should be between two and three minutes long.- Make-up, as you generally need to do your own.- Loose clothes and comfortable shoes for movement/yoga classes.
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Dancers:

<ul style="list-style-type: none">- Jazz shoes or foot paws; sneakers for Hip Hop- Black leotard, tights, and jazz shorts- Make-up and hair products.-Accessories- jewelry, hats, gloves, etc.	<ul style="list-style-type: none">- A backpack or carrying bag for studio trips and location shoots.- Potential music for your choreography assignment (MP3 player or CD)
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Photographers:

<ul style="list-style-type: none">-REQUIRED: An external MAC compatible USB/FireWire hard drive (not one that must plug into wall) of at least 100 Gigs is required so that you can take all your digitized raw footage and project files home with you. It also allows you to edit on any available computer in our editing lab. We recommend a LaCie Rugged.- Any camera or photo equipment that you own and want to learn how to better use.- Any photography work that you have done that you want to share (digital, prints or negs).- A backpack or carrying bag for photo safari trips. Sunscreen, water bottle, rain gear.-Comfortable footwear for long walking safari trips around city.
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WHAT NOT TO BRING:

Skateboard; Scooter; Weapons of any kind, even if they are props; Roller-skates/rollerblades

GETTING TO LOEB AT THE NEW SCHOOL:

The New School's Loeb Dorm is at: 135 East 12th Street, New York, NY, between 3rd & 4th Aves

BY PLANE: **We only service JFK and LGA airports for the New York Programs.**

Our staff only does airport transfers on the first and last days of each session. We will greet you at the baggage claim area for your flight wearing a SOCAPA t-shirt and holding a sign with your name and drop you at your airline's check-in counter when you leave; unfortunately, we cannot escort you beyond security. There is a nominal fee of \$50 per airport transfer. If you have made air arrangements outside our scheduled dates, times, or locations (we do *not* service Newark airport), you will need to arrange for transportation from the airport to the residence hall. Please note that you must fill out the online Travel Form at least 2 WEEKS PRIOR to the start of the program. There is an additional fee of \$150 if we are picking up/dropping off a student who is designated as an "Unaccompanied Minor" by the airline carrier. It is essential that we know if your child is registered for this service with your airline.

By Train or Bus

Two major railroad stations (Pennsylvania and Grand Central) and one major bus terminal (Port Authority) serve New York City. Train and bus services include Amtrak, Metro-North, Long Island Railroad, Greyhound, Trailways, New Jersey Transit and PATH. All three terminals provide easy access to The New School via public transportation (see subway information). Taxi service from any of these locations is easiest and cost approximately \$7.00 - \$10.00.

By Subway

Loeb Dorm is 135 12th Street between 3rd and 4th Avenues.

The **L** train to 3rd Ave and 14th Street. Walk south on 3rd Ave to 12th Street, right on 12th.

The **4, 5, 6, N, R, or Q** trains to 14th Street/Union Square. Walk south to 12th St, then east (left) to 12th St. The **PATH** train from New Jersey stops at 14th Street and 6th Avenue. Walk south to 12th Street, then east (turn left).

By Car

Loeb Dorm is 135 12th Street between 3rd and 4th Avenues.

From: Westchester, Connecticut and points north of New York City: Take the Saw Mill River Parkway to the Henry Hudson Parkway south and continue to the West Side Highway (which becomes 12th Avenue / West Street); exit at 14th Street and make left and turn right on Broadway. Turn left on 12th Street.

From: Points north of New York City via I-95 Take I-95 to the Robert F. Kennedy (Triboro) Bridge. Follow the FDR Drive downtown. Exit at 23rd Street turn right, left on 3rd Ave, right on 11th St, right on 4th Ave, right on 12th Street.

From: New Jersey and points west of New York City:

From the George Washington Bridge: take the Henry Hudson Pkwy south and proceed as above.

From the Lincoln Tunnel: follow the signs to 39th or 40th Streets and head east (one block) to 9th Ave. Travel south on 9th Avenue to 14th Street. Make a left turn on to 14th St. and continue as above.

From the New Jersey Turnpike: take the Holland Tunnel to Canal St. Continue on Canal St to 6th Ave (Ave of the Americas). Go north on 6th Ave (turn left) to 14th St; turn right and continue on 14th St and continue as above.

From: Long Island and points east of New York City Take the Long Island Expressway (I-495) west to the Midtown Tunnel. From the Tunnel follow signs to 34th Street and the FDR Drive. Take the Drive south to the 15th Street exit and continue south to 14th Street and continue as above.

*Be aware that all routes into the city have tolls, which range from \$1.00 - \$4.50 each way.

Traffic on Fifth Avenue is one way southbound; traffic on 4th Avenue is one-way northbound, two-way traffic on 3rd Avenue; traffic on 14th Street is two-way; and traffic on 12th Street is one way eastbound. There are several public pay parking garages along 13th Street and in the area. There are on-street parking meters on nearby streets.

PLACES TO STAY

Below are some local accommodations for parents who are dropping off/picking up students or will be visiting:

UNION SQUARE INN
 209 East 14th Street
 0.13 mile to 135 E 12th St
 Hotel Info: +1 212-614-0500

Cooper Square Hotel
 25 Cooper Square
 0.32 mile to 135 E 12th St
 Reservations: +1 212 475-5700

Washington Square Hotel
 0.49 mile to 135 E 12th St
 Reservations: (800) 222-0418

W New York - Union Square
 201 Park Avenue South
 0.27 mile to 135 E 12th St
 Hotel Info: +1 212 253-9119

Gramercy Park Hotel
 2 Lexington Avenue
 0.44 mile to 135 E 12th St
 Reservations: +1 212 920-3300

The SoHo Grand Hotel
 310 West Broadway
 Reservations: (800) 965-3000

Hotel 17
 225 East 17th Street
 0.28 mile to 135 E 12th St,
 Hotel Info: +1 212 475-2845

THE BOWERY HOTEL
 335 Bowery
 0.47 mile to 135 E 12th St
 Reservations: +1 212 505-9100

Tribeca Grand Hotel
 2 Avenue of the Americas
 Reservations: (877) 519-6600

Holiday Inn
 138 Lafayette St.
 +1-212-966-8898

Map of Loeb Dorm

SOCAPA Student Registration and Drop Off will take place in Loeb Residence Hall, noted on the map below with a star. The entrance is on 12th street between 3rd and 4th Aves on the North side, closer to 3rd Ave. Please note 12th street is a one way with traffic flowing east. There are several public pay parking garages in the area or on-street parking meters on nearby streets.

