



UCLA DEPARTMENT OF ARCHITECTURE AND URBAN DESIGN

Fall 2017 - Supplemental Application Worksheet For UCLA Change of Major Applicants

Use this worksheet to help prepare your materials for electronic submission via the UCLA Arts Supplemental Application website.

APPLICATION PROCEDURE:

By **FRIDAY, DECEMBER 9, 2016 (4:00pm)**: Submit your UCLA Undergraduate Petition for Change of Major to the Architecture and Urban Design Department Office (1317 Perloff Hall). Download the form here: <http://www.registrar.ucla.edu/Forms/Registration-and-Enrollment/Undergraduate-Program-Change-Petition>

Make sure to retain a copy of your petition form from the department counselor – you will need a PDF copy to upload into the online Change of Major registration.

Register your Change of Major at <https://supplemental.arts.ucla.edu/changeofmajor/>. This is the supplemental application site where you will upload your materials for the department, including your PDF copy of your petition.

The supplemental application site will open on January 2 (by 5:00pm PST). Once you have registered, you will be able to begin your supplemental application at <https://supplemental.arts.ucla.edu/login.php>

By **FRIDAY, JANUARY 20, 2017 (11:59pm PST)**: Submit your supplemental materials. ***This is a strict deadline, please plan ahead to avoid any unexpected technical delays at the last minute.***

Please turn off your email spam filter and/or include “arts.ucla.edu” and “ucla.edu” as accepted recipients.

The supplemental application process on the website must be fully completed and uploaded before your application will be reviewed. Late, incomplete, or hard-copy application material will not be considered.

Make sure you review all categories before you submit your supplemental application. You may log in/log out of the system as many times as needed during the filing period, but once the application is submitted, you will not be able to make **ANY** corrections or additions. If you have questions, there is an FAQ document at <http://www.arts.ucla.edu/supplemental-info>, or you may email supplemental@arts.ucla.edu.

You will receive an email confirmation within 24 hours after you have submitted your supplemental application. Students will be notified of departmental decisions via email after final grades and grade point averages for the current quarter have been calculated. Any updates to your academic record (i.e. grade changes, removal of incompletes, etc.) must be promptly reported to the department counselor.

Applicants are considered on a competitive basis. Admission into the Architectural Studies major is contingent upon enrollment availability in our major, as well as satisfactory completion of university and department requirements.



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SUPPLEMENTAL MATERIAL

1. Questionnaire for Change of Major Applicants

- Confirm Contact Information
- Survey Question: *"How did you learn about the Architectural Studies major at UCLA?"*
- Academic History
 - Schools you have attended (beginning with the most recent)
 - Courses currently in progress
 - Courses planned for winter, spring, and summer
- Extracurricular Activities

2. Unofficial Transcripts (in PDF format)

Please upload a copy of your most current UCLA Degree Audit Report. If this is your first quarter at UCLA, an unofficial copy of your last college or high school transcript is also required.

All unofficial transcripts MUST be generated from their respective institutions, and must include the name of the institution as well as the student's full name. Please redact/black out your Social Security number.

3. Personal Statement

Please provide a concise statement that describes why you wish to study architecture at UCLA. You will have 3500 characters (including spaces) / approximately 500 words. It is recommended that you write your statement in a separate word processing program, then cut and paste it into the web application.

4. Portfolio

Create and submit a portfolio of original work in PDF format. Please feel free to submit works in different styles, mediums and/or concepts.

ACADEMIC HISTORY

Schools Attended

List, in chronological order, all the schools (high school and colleges) that you have attended (start with high school):

<u>School Name</u>	<u>City</u>	<u>State</u>	<u>Attended Date</u>	<u>to Date</u>
<i>Example: College of California</i>	<i>Costa Mesa</i>	<i>CA</i>	<i>09/2014</i>	<i>06/2016</i>

Current Coursework

List all courses currently in progress:

<u>School Name</u>	<u>Course #</u>	<u>Subject and/or Course Title</u>	<u>Units/Credits</u> <i>(if any)</i>
<i>Example: College of California</i>	<i>10A</i>	<i>Art: Introduction to Printmaking</i>	<i>2.0</i>

Future Coursework

List all courses planned for winter, spring, and summer of this upcoming year:

<u>School Name</u>	<u>Course #</u>	<u>Subject and/or Course Title</u>	<u>Units/Credits</u> <i>(if any)</i>
<i>Example: College of California</i>	<i>10B</i>	<i>Art: Advanced Printmaking</i>	<i>2.0</i>

Extracurricular Activities

List any awards, honors, exhibitions, internships, community service, employment, et al.

Description **Date to Date**

<i>Example: Customer Service Representative for Apparel Retailer</i>	<i>03/2014</i>	<i>12/2016</i>

Note: The online system will allow for unlimited entries in this category.

PORTFOLIO GUIDELINES

Create and submit a portfolio of original work. Please feel free to submit works in different styles, mediums and/or concepts.

Format Guidelines:

Portfolios submitted should be a single PDF file consisting of three to six (3-6) pages. Any portfolios that exceed the 6-page limit will **not** be reviewed.

Page Size: 8.5" x 11"

Maximum PDF Size: 20MB

Please incorporate the following information somewhere within your portfolio:

- Brief description about your artwork or projects
- Where the work was done (professional / academic / personal)
- Date completed

PRIVACY NOTICE: The California Information Privacy Act requires the University to list the following information for individuals who are asked to provide information about themselves.

1. The principal purpose for requesting the enclosed information is to consider your application for admission to the UCLA Department of Architecture and Urban Design.
2. This information is solicited in accordance with University policy, adopted pursuant to Article IX, Section 9 of the California Constitution.
3. Failure to furnish each item of information will delay or may prevent completion of the purpose for which this questionnaire is intended.
4. Information furnished in this questionnaire may be used by various University departments and may be transmitted to State and Federal government agencies if required by law.
5. This questionnaire is maintained by the admissions counselor for the UCLA Department of Architecture & Urban Design, Box 951467 Los Angeles, California 90095-1467.