



School of the ARTS AND ARCHITECTURE

ARCHITECTURAL STUDIES MAJOR

Fall 2021 – Change of Major Supplemental Application Worksheet

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

PREPARATION:

As a current UCLA student interested in applying to Architectural Studies major, note that you have access to take three lectures courses offered by the Department of Architecture and Urban Design: **ARCH 10A – History of Architecture and Urban Design: Prehistory to Mannerism**, **ARCH 10B – History of Architecture and Urban Design: Baroque to Contemporary Moment**, and **ARCH H 30 – Introduction to Architectural Studies**. These courses are open to all students on campus, regardless of major, and count towards both the Architectural Studies major requirements, and the University General Education requirements. These courses are not required for admission to the major and will not have any bearing on your admission status should you decide to not enroll.

PROCEDURE:

By **FRIDAY, JANUARY 8, 2021 (5:00pm PST)**: Register your Change of Major Petition 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. You can download the form here: <http://www.registrar.ucla.edu/Forms/Registration-and-Enrollment/Undergraduate-Program-Change-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>.

Your supplemental application must be submitted by January 20 (11:59pm PST). This is a strict deadline, please plan ahead to avoid any unexpected technical delays at the last minute. Technical support is available Monday-Friday from 9AM-5PM PST, so please be conscious of this timing if the deadline falls on a weekend. 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 arts.ucla.edu/apply, or you may email supplemental@arts.ucla.edu.

PROCEDURE (continued):

You will receive an email confirmation within 24 hours after you have submitted your supplemental application. Please turn off your email spam filter and/or include “arts.ucla.edu” and “ucla.edu” as accepted recipients.

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.

WORKSHEET

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.



School of the ARTS AND ARCHITECTURE

Architectural Studies Major

Fall 2021 – Change of Major Supplemental Application Worksheet

1. QUESTIONNAIRE

- Confirm Contact Information
- Survey Questions
 - *How did you learn about the **Architectural Studies** major at UCLA?*
 - *Have you applied to our major before?*
 - *Is there a particular instructor who recommended our program to you? If so, please list the instructor name below.*
 - *Have you attended the UCLA JumpStart Summer Institute?*
 - *Were/are you an LAUSD student who attended the UCLA Teen ArchStudio Summer Institute? If so, what year?*
- Academic History
 - *School[s] 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. ACADEMIC RECORD

Please explain any issues pertaining to your academic record, i.e. grade changes, removal of incompletes, etc., if applicable (~200 words).

4. DEPARTMENT STATEMENT

Please provide a concise statement that describes why you wish to study architecture at UCLA. What interests you in architecture now, and why at UCLA? You will have 3500 characters (including spaces) / approximately 500 words. *Keep in mind that this prompt is separate and distinct from the UC Application's Personal Insight Questions.*

5. PERSONAL INSIGHT QUESTIONS

Please answer 3 out of 7 additional questions (**listed on Pages 7-8 of this worksheet**). Each response is limited to a maximum of 350 words.

6. PORTFOLIO

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

PORTFOLIO FORMATTING 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

As you prepare your work, we encourage you to visit our online **FAQ** as well as our **Supplemental Application Advice** to read faculty thoughts and guidance on the admission process; all resources can be found at arts.ucla.edu/apply.

ACADEMIC HISTORY

You may use this area to organize your information prior to entering it in via the online application.

Schools Attended

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

School Name	City	State	Attended	
			Date	to Date
<i>Example: Bruin High School</i>	<i>Los Angeles</i>	<i>CA</i>	<i>09/2015</i>	<i>06/2019</i>

Current Coursework

List all courses currently in progress:

School Name	Course #	Subject and/or Course Title	Units/Credits
			(if any)
<i>Example: College of California</i>	<i>10B</i>	<i>Art History: Baroque to Contemporary</i>	<i>2.0</i>

Future Coursework

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

School Name	Course #	Subject and/or Course Title	Units/Credits
			(if any)
<i>Example: College of California</i>	<i>121</i>	<i>Urban Planning: Urban Policy and Planning</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>06/2019</i>		<i>present</i>

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

WORKSHEET

PERSONAL INSIGHT QUESTIONS

Choose to answer any three of the following seven questions. Each response is limited to a maximum of 350 words.

You may repurpose/revise your responses from the UC application when you applied to campus as a first-year, or you can write all new responses. We do not have access to your original responses from your first-year application.

There is no right or wrong way to answer these questions: It's about getting to know your personality, background, interests and achievements in your own unique voice. Which three questions you choose to answer are up to you: But you should select questions that are most relevant to your experience and that best reflect your individual circumstances.

Keep in mind: All questions are given equal consideration in the application review process, which means there is no advantage or disadvantage to choosing certain questions over others. Remember, the personal questions are just that — personal. Which means you should use our guidance for each question just as a suggestion in case you need help. The important thing is expressing who you are, what matters to you and what you want to share with us.

1. Describe an example of your leadership experience in which you have positively influenced others, helped resolve disputes, or contributed to group efforts over time.

Things to consider: A leadership role can mean more than just a title. It can mean being a mentor to others, acting as the person in charge of a specific task, or taking lead role in organizing an event or project. Think about your accomplishments and what you learned from the experience. What were your responsibilities?

Did you lead a team? How did your experience change your perspective on leading others? Did you help to resolve an important dispute at your school, church in your community, or in an organization? Your leadership role doesn't necessarily have to be limited to school activities. For example, do you help out or take care of your family?

2. Every person has a creative side, and it can be expressed in many ways: problem solving, original and innovative thinking, and artistically, to name a few. Describe how you express your creative side.

Things to consider: What does creativity mean to you? Do you have a creative skill that is important to you? What have you been able to do with that skill? If you used creativity to solve a problem, what was your solution? What are the steps you took to solve the problem?

How does your creativity influence your decisions inside or outside the classroom? Does your creativity relate to your major or a future career?

3. What would you say is your greatest talent or skill? How have you developed and demonstrated that talent over time?

Things to consider: If there's a talent or skill that you're proud of, this is the time to share it. You don't necessarily have to be recognized or have received awards for your talent (although if you did and you want to talk about, feel free to do so). Why is this talent or skill meaningful to you?

Does the talent come naturally or have you worked hard to develop this skill or talent? Does your talent or skill allow you opportunities in or outside the classroom? If so, what are they and how do they fit into your schedule?

4. Describe how you have taken advantage of a significant educational opportunity or worked to overcome an educational barrier you have faced.

Things to consider: An educational opportunity can be anything that has added value to your educational experience and better prepared you for college. For example, participation in an honors or academic enrichment program, or enrollment in an academy that's geared toward an occupation or a major, or taking advanced courses that interest you — just to name a few.

If you choose to write about educational barriers you've faced, how did you overcome or strived to overcome them? What personal characteristics or skills did you call on to overcome this challenge? How did overcoming this barrier help shape who are you today?

5. Describe the most significant challenge you have faced and the steps you have taken to overcome this challenge. How has this challenge affected your academic achievement?

Things to consider: A challenge could be personal, or something you have faced in your community or school. Why was the challenge significant to you? This is a good opportunity to talk about any obstacles you've faced and what you've learned from the experience. Did you have support from someone else or did you handle it alone?

If you're currently working your way through a challenge, what are you doing now, and does that affect different aspects of your life? For example, ask yourself, "How has my life changed at home, at my school, with my friends, or with my family?"

6. What have you done to make your school or your community a better place?

Things to consider: Think of community as a term that can encompass a group, team or a place — like your high school, hometown, or home. You can define community as you see fit, just make sure you talk about your role in that community. Was there a problem that you wanted to fix in your community?

Why were you inspired to act? What did you learn from your effort? How did your actions benefit others, the wider community or both? Did you work alone or with others to initiate change in your community?

7. Beyond what has already been shared in your application, what do you believe makes you stand out as a strong candidate for admission to the UCLA Department of Architecture and Urban Design?

Things to consider: If there's anything you want us to know about you, but didn't find a question or place in the application to tell us, now's your chance. What have you not shared with us that will highlight a skill, talent, challenge or opportunity that you think will help us know you better?

From your point of view, what do you feel makes you an excellent choice for UCLA AUD? Don't be afraid to brag a little.