



DESIGN|MEDIA ARTS MAJOR

Spring 2018 - Change of Major Supplemental Application Worksheet

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

APPLICATION PROCEDURE:

Attend a mandatory departmental info session in Winter Quarter (check <https://dma.ucla.edu/undergrad/apply/> for info session dates).

By FRIDAY, MARCH 16, 2018 (4:00pm): Submit your UCLA Undergraduate Petition for Change of Major to the Design|Media Arts Department Office (2275 Broad Art Center). 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– 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 March 19 (at 8:00am PST). Once you have registered, you will be able to begin your supplemental application at <https://supplemental.arts.ucla.edu/login.php>

By APRIL 6 (5:00pm PST): Submit your supplemental materials. *This is a strict deadline, please plan ahead to avoid any unexpected technical delays at the last minute.* Late, incomplete, or hard copy application material will not be considered.

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

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 Design|Media Arts major is contingent upon enrollment availability in our major, as well as satisfactory completion of university and department requirements.



School of the ARTS AND ARCHITECTURE

Design|Media Arts Major

Spring 2018 - Change of Major Supplemental Application Worksheet

1. QUESTIONNAIRE

- Confirm Contact Information
- Survey Question: *“How did you learn about the Department of Design|Media Arts 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. CREATIVE TEXT

4. PORTFOLIO

5. ADDITIONAL WORK (Optional)

3. CREATIVE TEXT

In 140 characters or less, write about the colors **RED AND BLUE**.
(140 characters, including spaces, is the length of a Tweet.)

We recommend that you write your text in a separate word processing program, then cut and paste it into the web application.

4. PORTFOLIO

These three areas are an opportunity for you to show off your creativity. You are required to submit in all three categories. Surprise us! Delight us! Challenge us!

I. Self Portrait

Submit an interesting self portrait in the medium or media of your choice. The self portrait may be one still image, or a multimedia file (audio and/or video). The multimedia file is limited to 10 seconds in length.

II. Color Project

Make one great project about the colors **RED AND BLUE**, in the media of your choice. Your documentation of this project is one still image, or a multimedia file (audio and/or video). The multimedia file is limited to 10 seconds in length.

III. Unique Works

In this category, you must upload at least five (5) images of your work. You may upload up to ten (10) images, but we encourage you to be selective and only include your best work.

5. ADDITIONAL WORK - Optional

Keep in mind that these areas are optional and should only include new work that is distinct from the other submission categories. Your application will not be negatively affected should you choose not to submit in this area.

- i. You may submit one (1) multimedia file. This multimedia file is limited to 30 seconds.
- ii. You may submit one (1) URL.

You may also submit a short description (200 words).

Formatting Guidelines for Media

STILL IMAGES

By *still images*, we mean drawing, painting, sculpture, photo, typography, screenshots, etc. in digital format.

File type accepted: .jpeg

Maximum file size: 1920w X 1200h pixels / 3MB

MULTIMEDIA

By *multimedia*, we mean video, audio, animation, games, interactivity, code, etc. You may submit one single artwork piece within the file, or a combination of pieces compiled together as a reel.

Interactive, gaming, and/or coding projects can be submitted as either still screenshots, time-based multimedia format, or at a URL. For screenshots and time-based formats, please follow the instructions for Still Images and Multimedia, respectively. URLs can be listed in the Optional area.

There is no file size limit set for the multimedia files. However, smaller file sizes (less than 720p) may yield faster and easier upload times from most home internet connections, and will be of sufficient quality for the faculty review.

File types accepted:

Video: Dvix (Div3/4/5)/DX50, DV, H263, H264/AVC, MPEG-4 Visual, MPEG-1/2, MJPG, MP42/3, IV40/50 (Indeo codecs), RV30/40, RMVB, FLV1/4, VP3/5/6/7/8, SVQ1/3 (Sorenson), XVid, Theora, WMV1/2/3, VC1, VP8, ProRes 422, ICOD, DVCPRO, PXL, TCS2, G2M3/4

Audio: MP3, MP1/2, AC3, AAC, Vorbis, AMR, PCM, WMA7/8/9, WMSpeech, FLAC, QDM2, RA, Nellymoser, Cook, GSM, SPEEX.

NOTE: Please ensure that your video/audio media files adhere to the time limits listed. Video/audio will not be viewed/listened to past the designated time limits.

ACADEMIC HISTORY

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>09/2014</i>	<i>06/2017</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>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:

School Name	Course #	Subject and/or Course Title	Units/Credits
			(if any)
<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>03/2015</i>		<i>12/2017</i>

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

PORTFOLIO:

Self Portrait

Title / Description (50 characters max)	Medium	Dimensions	Date
<i>Example: Prism Self</i>	<i>Video</i>	<i>N/A</i>	<i>2017</i>

Color Project

Title / Description (50 characters max)	Medium	Dimensions	Date

PORTFOLIO (cont.):

Unique Works
5-10 still images

Title / Description (50 characters max)	Medium	Dimensions	Date (yyyy)

OPTIONAL ADDITIONAL WORK:

Open Submission – Multimedia

Title(s)	Description(s)	Date(s) (yyyy)

Open Submission – URL

Title(s)	Description(s)	Date(s) (yyyy)

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 Design Media Arts.*
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 Department of Design Media Arts, Broad Art Center, Suite 2275, Box 951615, Los Angeles, CA 90095.*