



DESIGN|MEDIA ARTS MAJOR

Spring 2020 - Change of Major Supplemental Application Worksheet

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

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

By THURSDAY, DECEMBER 5th (12:00pm PST): 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 supplemental application website.

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

Your supplemental application must be submitted by January 20th (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 <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. 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 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 2020 - Change of Major Supplemental Application Worksheet

1. QUESTIONNAIRE

- Confirm Contact Information
- Survey Questions
 - How did you learn about the Design|Media Arts 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 any of our department's summer programs? If so, please list below.
- 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 modeled for the Design|Media Arts major for the term in which you are applying. If this is your first quarter at UCLA, an unofficial copy of your last college or high school transcript is also required. **Note: We require a matching transcript for every academic institution that you list in the supplemental application.*

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. INFLUENCES

In 500 characters or less, list your top **5 CREATIVE INFLUENCES**.

We recommend that you write your text in a separate word processing program, and then copy/paste it into the online supplemental 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

Diversity . . . refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region, and more.

-University of California Diversity Statement-

The Department of Design|Media Arts at UCLA brings together students from diverse backgrounds who can help each other learn to express their ideas through art, design, media, and technology. We believe all students benefit from working with colleagues from different backgrounds, with varied skill sets and abilities, to achieve a range of outcomes and ambitions.

In this assignment, we encourage you to reflect on the unique experiences, people, background, culture, history, upbringing, and circumstances that have shaped YOUR IDENTITY. Using media of your choice, create an artwork that helps us understand who you are. This assignment is not about demonstrating your technical skills or ability to create a photo-realistic image of yourself. A strong self portrait is not necessarily about what you look like physically, though it can be, if it conveys something important or meaningful to you.

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. Word Project

In the media of your choice, **represent or respond to the word SOLIDARITY.** 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 **five to eight (5-8)** images of your best work.

We are interested in learning what inspires you to be creative, and how you make use of the resources and technology available to you, no matter what those might be. We want to see work that represents where you hope to go in the program and your potential to succeed. Though you may include examples of work from past years, we encourage you to be selective and submit mostly current, fully-realized

works. Quality is more important than quantity. In other words, submit works that are meaningful to you and that you feel proud of. Most importantly, show us your passion, individuality, and experimentation!

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.

Ensure that you are showing new work that is distinct from the other submission categories. You may also submit a short description per upload (500 characters / approximately 200 words).

Formatting guidelines for the Portfolio and Optional Additional Work sections are listed on Page 8 of this worksheet.

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

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>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>06/2017</i>		<i>08/2019</i>

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

PORTFOLIO

Self Portrait

Title / Name (75 characters max)	Medium(s)	Dimensions	Date
<i>Example: Prism Self</i>	<i>Video</i>	<i>N/A</i>	<i>2018</i>

Word Project

Title / Name (75 characters max)	Medium(s)	Dimensions	Date (yyyy)

Unique Works: 5-8 still images

Title / Name (75 characters max)	Medium(s)	Dimensions	Date (yyyy)

PORTFOLIO (continued):

Additional Work Media File - Optional

Multimedia

Title(s) / Name(s) (75 characters max)	Description(s) (100 characters max)	Date(s) (yyyy)

URL

Title / Name (75 characters max)	Description (100 characters max)	Date(s) (yyyy)

ADDITIONAL INFORMATION

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

- II. If you are a current UCLA student interested in applying to the Design|Media Arts major, note that you have access to take two lectures courses offered by the Department of Design|Media Arts. These courses are open to all students on campus, regardless of major, and count towards both the Design|Media Arts 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.
 - **DESMA 8 – Design Histories**
 - **DESMA 10 – Design Culture**

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/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.

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.*