



Department of Art: Change of Major Procedures

Change of Majors are evaluated each quarter by the faculty and the number of accepted applicants is based on the review of applicants' portfolio submissions as well as available room in our program for that quarter.

- Requirements:**
1. You must have completed at least one quarter (not including Summer Sessions) at UCLA before applying for a change of major.
 2. You must be in good academic standing at the end of the current quarter. If you are on academic probation at the end of the last quarter, you may still apply with the expectation that you will be off probation at the end of the current quarter.
 3. You must check with Caron Cronin—2275 Broad Art Center (310) 206-7363, ccronin@arts.ucla.edu—for your eligibility to apply for the Change of Major.
 4. Change of major applicants are recommended to have completed, or have in process, one or more courses in the Department of Art at UCLA. Check with Caron Cronin for the procedure to enroll in an art course.
 5. In order to ensure completion all of the major requirements within the School of Art and Architecture's maximum allowable units, it is preferred that students have completed fewer than 90 units at the time of application. Applicants with more than 115 units (excluding AP and Art courses) are not likely to be approved.
 6. You may apply for only ONE major per quarter.

- Petition Materials:**
1. A completed "UCLA Change of Major" petition (available online at <http://www.registrar.ucla.edu/forms/programchange.pdf>)
 2. A copy of your **Degree Audit Report modeled for the Art major and for the term in which you are applying**, which shows your work from other schools and any advance placement credit, must be obtained via My.UCLA, or from the following locations:
 - for **Letters and Science** students: A316 Murphy Hall (allow 2 working days)
 - for **Arts** students: Student Services Office, 2200 Broad Art Center
 - for **TFT** students: 103 East Melnitz
 3. An unofficial copy of your most recent **UCLA transcript**.
 4. Your **portfolio of 10 images** (see "Portfolio Guidelines" for details).
 5. A short personal statement (one - two paragraphs only) that describes why you are interested in art, what you expect from the program, and your professional goals.
 6. Interviews and letters of recommendations are NOT required.

Deadline: All petition materials must be submitted together by the **end of the fourth week of the quarter** to the front desk of the Art Office or to Caron Cronin.

Notification: Students accepted into the art major will be notified by email *after* the end of the 8th week of classes.

Residency: Students accepted into the art major will begin their residency in the quarter following their application.

PORTFOLIO GUIDELINES

CHANGE OF MAJOR APPLICATIONS

UCLA Department of Art

All applicants must provide a portfolio of work consisting of **10 (10) still images** of your original artwork, submitted in digital format on a CD-Rom. The original pieces **CANNOT** be accepted. The portfolio should reflect your best and most recent work, in any medium. **Please do not send video or DVDs.** Printed images to be submitted **only as back up for** (not in place of) digital formats.

GUIDELINES:

1. Still images must be either **JPEG** or **TIFF** files, maximum dimensions of 1024 x 768 at 72 dpi. Images must be correctly rotated for viewing.
2. **Each file must be named as applicant's Lastname_Firstname_xx.ext.** (Example: 1st image: Bruin_Joe_01.tif, 2nd image: Bruin_Joe_02.tif, etc.)
3. **File sizes larger than 3 MB will not be opened, nor reviewed.**
4. Files must be submitted on a Macintosh and Windows -readable **standard-size CD with applicant name written directly on the disc.** BE SURE TO TEST YOUR DISC ON SEVERAL COMPUTERS before submitting, not just the computer on which the disc was burned.
5. Applicants must also include a file on the CD as a MS Word (.doc), a plaintext (.txt) or Adobe Acrobat (.pdf) file with an inventory of the images (name and title, medium, dimensions, dates). **Please also print this list to include with other printed application materials.**
6. **Place all ten (10) image files in a single folder on the CD.** Layout template is as follows:
 - Bruin_Joe Art Portfolio CHANGE OF MAJOR (disc name)
 - Bruin_Joe_image_list.doc
 - Bruin_Joe_images (folder)
 - Bruin_Joe_01.tif
 - Bruin_Joe_02.tif
 - ...
 - Bruin_Joe_10.tif
7. For reference purposes, **applicants must also provide printed back-up** of still image submissions, **printed in color on high quality or photo paper**, no more than four (4) pages maximum. Printed back-ups may be thumbnails, **no smaller than 2" x 3"**. Printed back-up images must also include file names, for reference.
8. Unreadable or incorrectly formatted CDs will not be considered.
9. Powerpoint, Flash or similar presentation formats are NOT acceptable.

TIPS FOR DOCUMENTING YOUR ARTWORK:

1. When photographing your artwork, use a digital camera with manual features so that you may control exposure. Use a solid white, gray, or black background. You can attach your artwork to a clean white wall or use large sheets of drawing paper for a background.
2. When photographing indoors, use photoflood bulbs for lighting because a flash often produces a glare. If your indoor lighting is not "Daylight Balanced," be sure to set your camera for Tungsten "indoor" lighting for accurate colors. Another option is to photograph outdoors in daylight, which usually produces even lighting. Be sure to prevent shadows from falling on your two-dimensional work. Shadows are sometimes desirable for three-dimensional work if they help to define edges or textures.
3. If possible, fill the frame in the viewfinder with the images of your work so that it is centered and parallel with the frame lines. Please note that some cameras will not focus on distances less than three feet.
4. Take at least three shots of each piece at different settings and choose the best shot to put in your portfolio. You may want to color correct or crop the image to best fit the artwork using a photo editing software such as Adobe Photoshop. Also, please remember to turn off the date stamp feature of your camera before shooting artwork.
5. Please be sure to save and name your files according to the guidelines listed above.

TIPS FOR DIGITAL SUBMISSIONS (See Web site for additional "TIPS",
www.art.ucla.edu/undergraduate/admissions.html)

From iPhoto

1. Open your images in iPhoto and rotate them so they are correctly oriented. To rotate an image, go to *Edit > Rotate > Clockwise* or *Edit > Rotate > Counter Clockwise*.
2. Next, double click to open each image in the Edit view. Crop your image, if needed, by clicking and dragging in the image to draw a rectangle, then clicking on the "Crop" button in the lower left of the window.
3. With the image cropped, you can now export it in the correct size/format for your portfolio. Still in Edit mode, go to *File > Export*. Some versions of iPhoto move the Export option into *Share > Export*.
4. In the Export Photos dialog, set the format dropdown to "JPG", then select the option for "Scale images no larger than" and enter the appropriate size. Refer to the current portfolio guidelines for maximum dimensions.
5. When finished, click "Export" and follow the prompts to specify where to save your new file(s).

From Photoshop

1. Open your image in Photoshop (*File > Open*) and then rotate the canvas so the image is oriented correctly (*Image > Rotate Canvas > 90° CW*, *Image > Rotate Canvas > 90° CCW*, or *Image > Rotate Canvas > Arbitrary...*). Make any color or brightness/contrast corrections desired at this point (*Image > Adjustment > Color Balance...* or *Image > Adjustments > Brightness/Contrast...*)
2. Select the Crop tool (3rd from top in left column) from the Tool Palette (*Window > Tools* if not open) and crop your image if needed. Press Enter/Return to commit to the cropping.
3. Select *Image > Image Size...* and enter appropriate dimensions in the resulting dialog box. Consult current portfolio guidelines for maximum image dimensions. Be sure that "Constrain Proportions" and "Resample Image" are both checked so that the image can be resized without distortion. Click OK when finished.
4. Select *File > Save As...* to save the edited file.
5. In the Save As dialog box, select "TIFF" as the format, choose a save location, and enter the new file's name. Click "Save" when finished and match the settings shown in the TIFF Options dialog when it appears. Click "OK" to finish the process.



REQUIREMENTS FOR THE ART MAJOR

Effective Fall 2015

The following courses comprise the requirements for the Art major. The relevant lower division studio course is a prerequisite for enrollment in the upper division advanced studio course. The upper division electives may be selected from repeatable art courses or individual studies courses in Art, or from approved upper division non-major courses. Please see departmental counselor for the list of approved non-departmental elective choices.

PREPARATION FOR THE MAJOR - LOWER DIVISION REQUIREMENTS: 44 Units

1A	Drawing	4
1B	Sculpture	4
11A	Painting	4
11B	Photography	4
11D	New Genres	4
11E	Ceramics	4
31A, 31B and 31C	Modernism	15
Art History	20, 21, 22, 23, 24, 27, 28, 29, 31,	5

(Not required for art majors IF completed as part of General Education requirements)

THE MAJOR - UPPER DIVISION REQUIREMENTS: 51 – 52 Units

100	Issues in Contemporary Art	5
132	Survey of Critical Thought	5
	or	
	One course from an approved list	4-5
	(see departmental counselor)	
150	Senior Studio	5
Art History	M110A - 185	4*

13-14 Units

AND - Six courses (5 units each), including at least four different advanced studio areas, from the following group:

130	Advanced Drawing	
133	Advanced Painting	
137	Advanced New Genres	
140	Advanced Printmaking	
145	Advanced Sculpture	
147	Advanced Photography	
148	Advanced Ceramics	30 Units

(Each advanced studio course is repeatable for a maximum of 20 units or four times)

Electives in Art **8 Units**

TOTAL UNITS REQUIRED FOR THE MAJOR: 95-96

See departmental counselor for limits on individual studies units and repetition of courses. **NOTE: Courses taken for the major may not be taken on a Pass/No Pass basis with the exception of Art 190, 193, and 195, which are offered only on a Pass/No Pass grading basis. Of these, no more than four units total may be applied toward the Upper Division Art Elective requirement. *Upper Division Art History course must be at least 4 units in order to fulfill course requirement; 2 or 3 unit course options will not be applicable. Student Affairs Advisor: Caron Cronin, Broad Art Center, Room 2291C, (310) 206-7363, ccronin@arts.ucla.edu.**