

## UCLA Design | Media Arts Undergraduate Change of Major Procedures

Change of Majors are evaluated by the faculty. The number of accepted applicants is based on available room in the department for that quarter. Effective Fall 2000, students may apply for consideration no more than two times. Please note that the Department does not accept applications every quarter; please check with the admissions counselor, as to whether the Department is accepting applications for the current quarter.

### Requirements:

1. You must be a currently enrolled UCLA student and you must have attended UCLA at least one quarter before applying for a change of major. If you withdraw from the current quarter, you will automatically be disqualified and sent a denial notice.
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 may apply for only ONE major per quarter.
4. In order to ensure that students can finish the Design | Media Arts major in a normal amount of time, we prefer students to have completed less than 90 units at the time of application. If you have over 121 units (excluding AP and Design | Media Arts courses), you will not be eligible to apply.
5. You may check with admissions counselor Carolyn Ramirez-La Faso, [cramirez@arts.ucla.edu](mailto:cramirez@arts.ucla.edu) if you have questions about the Change of Major procedures.

### Application materials:

1. **A department application cover page.**
2. **A completed yellow “UCLA Change of Major” petition available through Counseling Units.**
3. **Degree Progress Report:** A copy of your Degree Progress Report, which shows your work from other schools and any advance placement credit, must be obtained via URSA online or from the following Counseling Unit locations for:  
  
Letters and Science students: A316 Murphy Hall  
Arts & Architecture students: Student Services Office (Broad Art Center, suite 2200)  
TFT students: 103 East Melnitz
4. **Your portfolio on a cd consists of a self portrait and 5 – 10 images** (see attached “Portfolio Guidelines” for details).
5. **Personal statement:** A personal statement of no more than one single-spaced page that describes why you are interested in design | media arts, what you expect from the program, and your professional goals. If you already have a major declared, please also explain why you want to leave your current major.

**Interviews and letters of recommendation are NOT required.**

**UCLA Design | Media arts  
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**deadlines:**

All petition materials must be submitted together by the end of the fourth week of the quarter to the front desk of the Design | Media Arts Office, Broad Art Center, suite 2275.

**notification:**

Students accepted into the Design | Media Arts major will be notified **by** mail after the end of the 8<sup>th</sup> week of the quarter.

**residency:**

Students accepted into the Design | Media Arts major will begin their residency in the quarter following their application.

**UCLA Design | Media Arts  
Undergraduate Change of Major  
Application cover page**

Please type or print in ink.

Name: \_\_\_\_\_  
last, first, middle

UID: \_\_\_\_\_ quarter and year applying \_\_\_\_\_

Current major: \_\_\_\_\_ cumulative GPA: \_\_\_\_\_ units completed: \_\_\_\_\_

Term entered UCLA: \_\_\_\_\_ expected graduation term: \_\_\_\_\_  
quarter and year quarter and year

Mailing address: \_\_\_\_\_

e-mail address: \_\_\_\_\_ phone number: \_\_\_\_\_

**What are you applying for:**

Change of major only:

Double major:   
(Keep current major and add Design | Media Arts)

**Have you applied to Design | Media Arts as a Change of Major before:**

YES

NO

If yes, what quarter and year: \_\_\_\_\_

**All department admission materials should be sent to:**

Admissions Counselor  
UCLA Department of Design | Media Arts  
Broad Art Center  
240 Charles E. Young Drive, suite 2275  
Box 951456  
Los Angeles, CA 90095-1456

## **UCLA Design | Media Arts Undergraduate Change of Major portfolio guidelines**

Students are accepted into the department of Design | Media Arts based on evidence of academic achievement and creative talent. A two-part portfolio of 5 – 10 examples of student's original work is required.

1. **A self portrait in any medium**
2. **The remaining work should be a selection of recent work that demonstrates creative strengths and skills.**

### **portfolio specifications:**

To facilitate applicant review, the portfolio must be submitted in digital form, on one CD-R or CD-RW. Mac users please ensure the CD is burned with a Windows readable file system, either ISO-9660 or Joliet, not HFS. Please label folders on the CD-Rom as self-portrait, still images, video, web, interactive or sound.

#### **1: STILL IMAGES**

Images must be in either JPEG or TIFF format and must be 1024 X 768 pixels at 72 dpi.

#### **2: VIDEO**

Video can be submitted as excerpts on a CD-Rom as .avi or .mov files with the total length of the entire compilation totaling no more than two minutes.

#### **3: INTERACTIVE MEDIA**

Interactive projects such as web sites should be submitted on the same CD-Rom as a link. Please include directions. We will not download any special programs, non-standard plug-ins, or extras.

#### **4: SOUND**

Sound files can be submitted on the same CD-ROM as images. Please use a standard format such as AIF, WAV or MP3.