



School of the ARTS AND ARCHITECTURE

ART MAJOR

Change of Major Application Worksheet

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

Change of Major applications are reviewed by Department of Art faculty on a quarterly basis (excluding Summer Sessions). The number of admitted students is limited, and based on available space in our program for that quarter, as well as a selective review of applications. In their review, faculty evaluate applicants' creative works and ideas, and consider the suitability of this program for the applicants' areas of interest as demonstrated in the portfolio and personal statement.

ELIGIBILITY:

- You must have completed at least one quarter (not including Summer Sessions) at UCLA before applying for a change of major.
- 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.
- You must check-in with the Art Department's Academic Advisor, **Caron Cronin** (ccronin@arts.ucla.edu), for your eligibility to apply for the Change of Major, prior to submitting your application.
- 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** (ccronin@arts.ucla.edu) for the procedure to enroll in an art course.
- 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.

APPLICATION PROCEDURE:

The supplemental application site will open on the first day of instruction for each quarter, and close on the Friday of the 4th week of each quarter at 5:00pm PST.

- 1) Email a scan or photograph of your UCLA Undergraduate Petition for Change of Major to **Caron Cronin** (ccronin@arts.ucla.edu). 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.
- 2) Register your Change of Major application 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.
- 3) Immediately upon completing the online registration, you can begin your supplemental application at <https://supplemental.arts.ucla.edu/login.php>. **NOTE:** you cannot start your supplemental application until you have completed the online registration, so plan accordingly to give yourself enough time.

Your petition and supplemental application must be submitted by **FRIDAY of 4TH WEEK (5:00pm 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 only. 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.

As you prepare your work, we encourage you to visit our online [Supplemental Application System FAQ](#) as well as our [Portfolio Tips and Application Advice](#) to read faculty thoughts and guidance regarding the admission process; all resources can be found at arts.ucla.edu/apply.

For information about the BA in Art, please visit: <http://www.art.ucla.edu/undergraduate/index.html>.

NOTIFICATION:

Students will be notified of departmental decisions via email after the 8th Week of the quarter. Any updates to your academic record (i.e. grade changes, removal of incompletes, etc.) must be promptly reported to the department counselor.



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ART MAJOR

Change of Major Supplemental Application

<https://supplemental.arts.ucla.edu/login.php>

1. QUESTIONNAIRE

- *How did you learn about the Art major at UCLA?*
- *Have you applied to the Art major at UCLA before?*

2. UCLA DATES OF ATTENDANCE

Please “Add an entry” for UCLA, listing your entry year and expected graduation year. If you transferred to UCLA, please create additional, separate entries for any previous institution(s) you have attended.

3. UNOFFICIAL UCLA RECORDS (in PDF format)

Please upload a PDF copy of your most current UCLA Degree Audit Report modeled for the Art major for the term in which you are applying. Your Degree Audit Report may be obtained via [MyUCLA](#).

4. FUTURE PLANS

If applicable, indicate any plans to Study Abroad, Travel, or Leave of Absence (LOA) that you are considering before graduation.

5. MAJORS/MINORS

If applicable, indicate if you are currently, or planning on, double majoring or minoring within another department program at UCLA.

6. ACADEMIC INFO

If applicable, please explain any issues pertaining to your academic record, i.e. grade changes, removal of incompletes, etc. (up to 200 words).

7. DEPARTMENT RELATED COURSES

If applicable, enter any courses you have taken, or are currently enrolled in, in the UCLA Department of Art (do not list any art courses from other institutions in this section).

8. PERSONAL STATEMENT

Please provide a concise statement describing your interest, experiences, and influences in art, and your goals for studying art at UCLA. You will have 2200 characters (including spaces) / approximately 300 words. We recommend that you write your statement in a separate word processing program, then copy/paste it into the web application.

9. PORTFOLIO

Eight to Ten (8-10) still images of creative work.

All portfolios are reviewed by Department of Art faculty who evaluate applicants' creative works and ideas, as well as the suitability of this program for the applicants' areas of interest. The portfolio should consist of recent original artwork, and should reflect applicants' creative strengths. The portfolio may include work in any medium[s] and can include both self-initiated projects (artwork created independently of classroom assignments/exercises) and/or pieces completed for Art (studio) classes at UCLA.

STILL IMAGE file type accepted: .jpeg
Maximum file size: 1920w X 1200h pixels / 3MB

When documenting (photographing) your artwork, your artwork should fill the frame in the camera's viewfinder. **Images should be of artwork only.** Images submitted in presentation formats (i.e., images which include captioning, split screens, montages, etc.) will not be reviewed.

10. OPTIONAL MULTIMEDIA

Applicants whose artwork includes time-based media such as video, performance, or music/sound, may also submit one (1) time-based media file. This file may represent a single work, or multiple works compiled into a reel. The total length of the media file should be no more than **three (3) minutes**.

- *Example 1: Video of Performance = 3:00*
- *Example 2: Video I (0:45) + Video II (1:30) + Sound (0:45) = 3:00*

Please note that multimedia submissions are intended for time-based artwork only, not for additional work via portfolio slideshows, portfolio websites, etc.

VIDEO file types accepted: .mov, .mp4
.mov files should be in H264 or MPEG-4 codecs
The resolution should no more than 480 pixels high maximum

SOUND file type accepted: .mp3
Sound files can be submitted using .mp3 standard formats
Maximum file size: 10MB

INTERACTIVE MEDIA: Interactive projects such as websites can be submitted as either still-screen shots or in a time-based format.

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

PORTFOLIO - eight to ten (8-10) Still Images

Title (75 characters max)	Medium(s)	Dimensions	Date (yyyy)
<i>Example: Water Lilies</i>	<i>Wood and Metal</i>	<i>1'W x 2D x 5'H</i>	<i>2020</i>

Note: When listing photographic work, please indicate whether the medium is photographic or digital, e.g. "Silver Gelatin Print", "C-Print", "Inkjet Print", "Digital file".

Optional Additional Media File

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

UCLA Department of Art Coursework

Enter any courses you have taken, or are currently enrolled in, in the UCLA Department of Art (do not list art courses from other institutions in this section).

Department	Course #	Subject and/or Course Title	Units/Credits
<i>Example: Art</i>	<i>31A</i>	<i>Rise of Modernism in Global Context</i>	<i>5.0</i>

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 Art.
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 Art, Broad Art Center, Suite 2275, Box 951615, Los Angeles, CA 90095.