

Name: _____ UIN: _____
 First Last Middle

Permanent Address: _____

Local Address: _____

Local Phone: _____ Email: _____ Catalog #: _____

UPPER LEVEL APPLICATION PROCESS

1. The Application to Upper Level consists of the following:
 - A. **Course Worksheet:** The worksheet is to be filled out and submitted with the portfolio as a separate document. It should *not* be bound in the portfolio.
 - B. **Portfolio:** The portfolio is a representative collection of the applicant's work. Listed below are format considerations that must be met for the portfolio to be acceptable.
 - The size may be either a **10" x 10"** or **12" x 8"** format
 - At least **two projects from each of the following courses are recommended:** VIST 105, VIST 106, VIST 205, ARTS 115 and ARTS 212. Single projects may be submitted for VIST 201 and VIST 206. Projects should be clearly identified within the portfolio. Drawing courses should be placed first, followed by the studio courses in numerical order. VIST 201 should be last in the sequence.
 - Projects(grouped by class) should be clearly identified along with the Instructor's name.
 - All images should be reproduced and graphically laid out to effectively showcase your design, drawing and modeling abilities. A brief description indicating the "design intent" should be included with each project.
 - At least two studio projects must indicate a significant number of process/development sketches or drawings that convey the thought process used in the creation of the final work.
 - Any group project should be clearly identified indicating the number of group participants and the applicants role/level of effort in the project.
 - Other examples of artistic work such as painting, photography, graphic design, computer imagery and constructed work (furniture, sculpture, building projects) may be included in the portfolio *following* the required entries.
 - Any personal work(projects developed outside a classroom environment) should appear last in the order.
 - A **Resume** *must* be included in the portfolio and may be placed at the beginning or the end of the portfolio. The **resume should match the portfolio format and be bound** with the projects.
 - The back cover of the portfolio must include a packet in which a CDROM/DVD is included that contains 1) a pdf version of the students portfolio, 2) the native file format used to create the portfolio and 3) an organized directory structure (by class) of the images contained in the portfolio. Note: if InDesign is used to create the portfolio, the "links" directory meets this organizational requirement. A label should be designed which visually ties the CDROM/DVD to the applicants portfolio.
2. Before submitting this application to the Department of Visualization Office, ALL required course work must either be: (a) completed; or (b) "in progress" - currently enrolled in the course. Coursework completed at other institutions or universities must be noted on the course worksheet. It is the student's responsibility to ensure that all coursework is transferred to Texas A&M University.

3. The application process is designed to determine those best-qualified applicants who will be admitted to upper-level studies (VIST). The enrollment management policy of the College of Architecture states the following: "Admission to the upper-division and to a major field of study is not guaranteed if there are more qualified applicants than there are available spaces". The number of applicants accepted will be determined by the Department of Visualization based on the number of seats available in the program. To aid in the pre-registration process, students may be accepted to upper-level studies with "in progress" courses. These students will be allowed to enroll in upper level (College of Architecture 300 & 400) courses. However, ***students who fail to complete "in progress" coursework by the end of the specified probationary period will be dropped from all upper level College of Architecture courses for which they have enrolled.***
4. Application materials must be submitted to the Department of Visualization office (Langford C108) by **March 1st** for fall admission. Students will be notified of their acceptance/denial prior to fall registration.
5. Applications must be complete, accurate and signed by the applicant. *Incomplete and unsigned applications will be returned without action.*
6. Unacceptable portfolios will be returned to the student with the requirement to correct deficiencies and resubmit for further review. Failure to resubmit will result in automatic denial of the student's application for upper level.

Name: _____ UIN: _____ Catalog # _____
 First Last Middle

REQUIRED COURSE WORKSHEET

All students applying to upper-level must satisfactorily complete at least 54 hours of **degree plan course work** with a minimum 2.5 GPR and must earn a grade of “C” or better in all College of Architecture courses.

REQUIRED COURSEWORK

COURSE	HR	GRADE (Completed)	GRADE (In Progress or Transfer)	COURSE	H R	GRADE (Completed)	GRADE (In Progress or Transfer)
VIST 105	4			VIST 271	3		
VIST 106	4			ARTS 115	3		
VIST 201	1			ARTS 212	3		
VIST 205	4			MATH 151	4		
VIST 206	4			MATH 152	4		
VIST 270	3			PHYS 201	4		

In **COLUMN “GRADE (Completed)”** note the letter grade of **all** completed required courses. Courses completed through Advanced Placement Credit by exam should be noted as “**CR.**”

In **COLUMN “GRADE (In Progress, Transfer)”** indicate the following: “**IP**” for coursework currently in progress. “**T**” for completed coursework not taken at Texas A&M (transferred from another institution and on record with the TAMU Records Office); “**CR**” for course(s) completed through Advanced Placement Credit by exam. If the course is being completed at an institution other than Texas A&M, note the institution where the coursework will be completed in the space below. **Courses being taken during the Summer should be listed as such and will be considered in progress at the time of application.** List all institutions at which “in process” or correspondence work is being completed:

I affirm that this application is complete and the information provided is accurate.

Student Signature _____ Date _____

NOTE: Portfolios not picked up 2 weeks after decisions have been announced will become the property of the Department of Visualization and may be used as examples for other students or discarded.

Office Use Only:

GPR - Required course work _____ GPR - 54 hours + of Degree Plan Coursework _____

ACTION: Accepted _____ Provisionally Accepted _____ Denied _____

Date: _____

