
Portfolio Submission Guidelines:
School of Architecture Bachelor of Arts in Architecture Application Process
College of Arts + Architecture    UNC Charlotte

Admissions guidelines 2017-18


**Bachelor of Arts in Architecture**

Admission to the School of Architecture’s Bachelor of Arts in Architecture is competitive and requires two separate admission processes:

1) Admission to the University of North Carolina at Charlotte and
2) Admission to the School of Architecture (SoA).

All students must first apply to the University and then submit a second online application to the School of Architecture (SoA). The SoA Undergraduate Admission Review includes an evaluation of the UNC Charlotte and SoA applications by a faculty committee, and a personal interview of selected applicants, including a presentation of their creative work.

When applying to the university, please designate “Architecture” as your intended major and complete both applications before the deadlines listed below (applies to both incoming freshman and transfers). For more information about applying to UNC Charlotte, go to admissions.uncc.edu. Approximately one week after the payment of your university application fee, you will receive an email notification from SoA-admissions@uncc.edu with your username and password to access the online SoA Application. Early and completed applications are given priority in the SoA admission process. Therefore, you should submit your SoA Application prior to the following deadlines:

- **Early Action/Priority Review: November 1st**
- **Standard Review: December 1st**
- **Final Review: January 22nd**

SoA Applications submitted after January 22nd will be considered if there are seats available. Only applicants whose UNC Charlotte and SoA applications are complete will be evaluated. Currently enrolled UNC Charlotte Students can access the SoA Application by going to http://apply-soa.uncc.edu.

Based on a review of your completed UNC Charlotte and SoA Application, you may be selected for an individual interview during an Open House event. At the Open House you will learn about the SoA through an information session, a tour of the building and facilities, and small group discussions with students and faculty. You will also have a thirty-minute individual interview, for which you will be asked to bring a collection of your original, creative work for discussion; this should be provided in the form of a portfolio (see below). Examples of creative work are described in the section below but may include traditional forms of art (freehand drawing, painting, and sculpture) or other forms of creative expression (carpentry, craft, ceramics, dance, model-making, music, poetry, and set/costume design). Photography can be used if the image is the product of a creative course or activity; photographs from travel or snapshots are not considered examples of creative work.

**Final decisions regarding admission to the SoA will be made on or before April 1st.**

**Important:** Applicants must be admitted to UNC Charlotte before they will be admitted to the SoA. If you apply to the SoA, but your application to UNC Charlotte remains "incomplete" after February 1st, you will no longer be eligible for admission to the School of Architecture (applies to both incoming freshman and transfers). Please monitor your UNC Charlotte application in your Future 49er Portal to verify that all admission materials (test scores and transcripts) have been received no later than February 1st. The SoA admits applicants for the fall semester only. If you are not admitted to the SoA, your acceptance to the University remains unchanged. Many applicants who are initially denied admission to the SoA choose to enroll at the university and reapply to the SoA the following year.

For questions regarding the admissions process, please email SoA-admissions@uncc.edu.

**Portfolio Guidelines:**

Our students are among the most talented at UNC Charlotte. Their passion and creativity drives the School and we expect our applicants to demonstrate a high level of creativity and ambition. Applicants are asked to demonstrate their passion for design and the built environment through a set of images that form a portfolio of creative work. Portfolio pieces should represent the skills, creativity, and interests of the applicant.

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"Photographs from travel or snapshots are not considered examples of creative work."
Each portfolio should contain 6 to 10 individual pages each with one image and a 150-word description. Aim for quality rather than quantity. Each description of a creative work should capture the process behind the work, the circumstance in which the work was created (art class, hobby, summer academy, etc.), the media used to create the work, and the issues, ideas or themes that the work explores. The cover of the portfolio should include the applicant’s name and contact information and may include an image or example of creative work.

Many different kinds of creative works may be included in a portfolio and we encourage applicants to provide a diverse range of personal work in order to give our admissions committee a sense of the applicant’s interests, experiences, and unique voice. For example, a portfolio may contain:

- Work developed in response to a course assignment or created independently
- Drawings, artworks or photography created in an art class that demonstrate visual and creative abilities
- Furniture design, landscape design or other craft or design-based activities that illustrate the applicant’s invention and skill
- Graphic design, comic strips or graphic novel pages, fashion or industrial designs, film, or web-based media (website design)
  - For websites, provide a screen capture image of the site and a URL address
  - Include web-based media only if the applicant can claim authorship of the overall work
  - Do not submit moving or dynamic media files (i.e., movies, QuickTime, or Flash files).
    - If illustrating film or animated works, then create a single page with images (storyboard, for example) using still frames.

Note: Mechanically drafted or computer aided drawings should be included only if the applicant can demonstrate personal creativity through the work sample. While including an example of a floor plan or CAD drawn object may demonstrate a type of technical skill, such an example is typically not illustrative of an applicant’s creative ability.

**Image Submission Specifications**

One single image and/or project per page is best. Create a single PDF document containing all pages.

- Remember to leave space for a description of the project.
- Aim to compose the overall page so that text and image are both legible.
- Black and white images are acceptable.

**Tips on Photographing, Scanning and/or Manipulating Digital Images**

- All images should be sized at 1024 X 768 pixels (landscape) or 768 X 1024 pixels (portrait).
- Images sized smaller may not exhibit necessary detail; larger may be difficult to upload.
- All images should have a resolution of 72 dpi/px (dots/pixels per inch).
- Save JPEG files as “Quality 10” images using a “Baseline Standard” option.
- When photographing work (such as a painting or sculpture), center image within the camera frame and be sure that the work fills the camera frame.
- When photographing or scanning images, be sure that they are well positioned, well lit, in focus, centered, and appropriately cropped (if needed).
- Check all computing and scanner specifications in order to insure a high quality image.
- Always save an original copy of your image and create a back-up of each new image; this is a critical habit to develop in order to insure that you always have a record of your work.
- Use a neutral-color drop cloth, tablecloth, bed sheet or large-roll of construction/craft paper as a consistent backdrop for your work (avoid patterns or bright colors).

**Editing and Saving Your Photos/Images**

If you need access to an image manipulation or editing software package, a 30-day free trial of Adobe Photoshop is available online from Adobe.com. Our students make extensive use of the Adobe Suite in their work here in the SoA. Please note that the School of Architecture cannot address support related questions regarding the use of software applications.
This is an example portfolio page with 150 words describing the image:
Interior perspective of a culinary school developed in second year studio using action verbs. This project illustrates "slices" through space connecting public circulation to different programs within the building. Each portfolio should contain 6 to 10 individual pages each with one image and a 150-word description. Aim for quality rather than quantity. Each description should capture the process behind the work, the circumstance in which the work was created (art class, hobby, summer academy, etc.), the media (if appropriate), and the ideas or themes that the work explores. The cover page should include the applicant’s name and contact information. Many different kinds of creative products may be included in a portfolio. We encourage applicants to provide a diverse range of personal work in order to give our admissions committee a sense of the applicant's interests and unique voice.