Department of Art & Art History

Entrance Portfolio Guidelines

Welcome! We are excited that you are applying to the Department of Art & Art History to study studio Art or Graphic Design. We encourage students with a range of prior experience to apply. So that we may provide our students with a rich, meaningful learning experience, admission to the program is competitive. Due to the large number of applicants received each year, acceptance is limited to a select number of applicants who demonstrate potential for successful completion of the program.

I. Eligibility:

Eligibility in all studio Art or Graphic Design courses is open only to students who have been formally accepted to the Department of Art & Art History during the annual entrance portfolio. Applicants to the department must already be accepted to UNC Charlotte to submit a portfolio for admission to the selected major.

II. Portfolio Deadlines/Calendar:

For entrance into the Art or Graphic Design majors for the Fall 2021—Spring 2022 academic year, submission deadlines are:

- **Priority Review—March 1, 2021—Noon**
  - Students who submit to the priority review deadline will be given priority status in the selection process and, if accepted into the selected major, will have the advantage of choosing to attend earlier advising and orientation dates for course registration.
  - New freshmen and new transfers who plan to apply to the Priority Review deadline should submit a completed application to the university (For freshmen this entails submission of online application, app fee (or fee waiver), official HS transcript, and one essay. For transfer students this entails submission of online application, app fee (or fee waiver), and official college transcript) no later than January 31, 2021 and must be officially admitted to the university at the time of the Priority Review deadline to be considered for review.
  - Students who are currently enrolled at UNC Charlotte and wish to change their major to either Art or Graphic Design should apply to the Priority Review.

- **Space Available Review—April 5, 2021—Noon**
  - Students who submit to this deadline should understand that admission will be based on available spaces left in the program after the Priority Review. If accepted into the selected major, choices regarding advising and orientation dates for course registration will be more limited at this time.
  - New freshmen and new transfers who plan to apply to the Space Available deadline should submit a completed application to the university (For freshmen this entails submission of online application, app fee (or fee waiver), official HS transcript, and one essay. For transfer students this entails submission of online application, app fee (or fee waiver), and official college transcript) no later than March 1, 2021 and must be officially admitted to the university at the time of the Space Available deadline to be considered for review.
Students who are currently enrolled at UNC Charlotte and wish to change their major to either Art or Graphic Design may apply to the Space Available Review, but are encouraged to submit to the earlier Priority Review.

**III. Portfolio Requirements:**

**A digital portfolio of 10 artworks.** Your portfolio should be a single powerpoint presentation or pdf that includes images of your works, information on the works (title, material/software used, size) and reflective statements (comment about your concept for the piece and what you were trying to accomplish) for each work on separate slides.

See example here: [Entrance Portfolio Slide Example](#)

**IV. Compiling Your Digital Portfolio:**

Whether you are applying to either Art or Graphic Design, the Department will assess your ability to succeed in the Foundations Studio courses as a part of its entrance review criteria. These classes include Drawing One, Digital Foundations, 2D Design, and 3D Design, which explore a range of media, tools, and creative processes. Show us you are ready for the Foundations experience by submitting examples of 10 different works representing the range of your best visual thinking, technical skill and creativity. Eligible examples include work created in high school, private classes, university courses, and/or on your own without instruction.

Submit a total of 10 of your strongest works. At least 3-5 examples should be drawings from direct observation of live, three-dimensional situations. These 3-5 examples can include self-portraits (using a mirror for reference), figure drawings, object studies, still lifes and landscapes. Please do not include work that copies photographs, uses the grid system or directly replicates any other artist's work (including anime drawings, comics, cartoons, or video game character designs). If submitting photographs, in your reflective statement consider how they reflect your conceptual interests as well as your understanding of composition, light, form and space. The remainder of your 10 submitted works can be from a variety of disciplines. With these examples, you may choose several works from a specific media that show competence in this area or you may choose works that show a range of skills and processes. However, do not show a range of media simply to show your artistic diversity. Include only your strongest works.

**V. Submitting Your Digital Portfolio:**

You will submit your portfolio as a single powerpoint or pdf by uploading it to a Google Form link. The link to the Google Form will be sent by email to incoming freshmen and transfer students upon their acceptance to UNC Charlotte. Currently enrolled UNC Charlotte students may request the Google Form link by email from: aahadmissions@uncc.edu
VI. Portfolio Review Criteria:

Select & submit work that you believe best represents your potential. Your ability to choose wisely is part of the criteria evaluated. The committee will assess your portfolio work examples, reflective statements and conclusion statements based on evidence of the following:

- GPA of 2.5 or higher evidenced on academic transcript (for currently enrolled UNC Charlotte students)
- Creative problem solving and conceptual ability
- Responsible use of intellectual property
- Note: If you include work that is copied from another artist and/or source (per class assignment or intended self-study objectives) a statement referencing the source and/or purpose of the work must be included in the description on the Portfolio Application Form. See the UNC Charlotte Code of Student Academic Integrity: [http://legal.uncc.edu/policies/up-407](http://legal.uncc.edu/policies/up-407)
- Creative and expressive use of media
- Understanding and application of design elements and principles
- Technical ability and craft
- Ability to articulate your ideas in writing
- Potential for advanced level study

VII. Frequently Asked Questions:

How should I photograph my work?

Scan or photograph artwork carefully and artfully. Carefully consider documentation and presentation of each project. Three-dimensional pieces may require views from multiple angles, detail shots, or staging on a neutral backdrop. For tips, view the five-minute video at: [http://www.youtube.com/watch?v=iZyRmxPMI9Q](http://www.youtube.com/watch?v=iZyRmxPMI9Q).

Quick tips summarized as follows: Photograph the works in outdoor, indirect light to avoid harsh shadows. Fill the viewfinder, consider the composition, and keep the background simple. Do not use the on-camera flash. Shooting with a tripod is recommended to ensure sharp focus. Optional color correction and cropping in an application such as Photoshop is permitted.

Should I submit work that shows my artistic skills across a range of media?

It is important that the applicant makes the final decision and submits a portfolio that best represents those ideas, issues and work that they would like considered in the review process. Submitting work simply to show a range of mediums (such as one charcoal, one pastel, one watercolor, etc) is not recommended if it sacrifices consistency of quality.

Can I show older work to show progress?

Though applicants may want to include examples of work from past years, especially to demonstrate growth, it is more important to submit work that represents current skills and experiences.

What if I have detailed work or three-dimensional work? Can I include more images?
You may but are not required to include up to (2) images per artwork to show an additional view, detail, or source referenced that informs the viewer’s understanding of the work.

**What should I do with time based media like video?**

Duration of video clips should be limited to a maximum of 2 minutes. SlideRoom accepts a range of video formats but the file size for video cannot exceed 250 MB. Sound files need to be less than 30 MB.

**Why do I need to show drawings from observation?**

The observational process is an important skill because it refers to the visual and psychological process of looking at the world around you, making decisions about how you want to interpret what you see, and then replicating that which you observe. This process is fundamental to creating and understanding all things visual. Working from observation means that you are drawing what you see. The medium you use and subject to which you choose to apply the observational process is up to you. Technical studies in various media are adequate but try to move beyond technical studies and use the observational process to express something that is connected to who you are and what you are thinking about.

**If I am a currently enrolled UNC Charlotte student and do not have a cumulative GPA of 2.5 can I still submit?**

Students should have a 2.5 cumulative GPA at the time of the portfolio review (i.e. final grades for Spring 2021 will not be included in a GPA calculation as the portfolio review will take place before the end of the semester) to be fully competitive in the portfolio review. Students may still submit a portfolio if they do not meet the minimum GPA requirement, but should know that admission to the major could be denied because of the GPA requirement.

**Can I submit my portfolio early?**

Yes, students may submit their portfolios prior to the submission deadline. However, all submissions will be held and reviewed after each deadline (i.e. a decision will not be made earlier if a student submits early).

**Who should I contact with questions?**

You should email questions to: aahadmissions@uncc.edu

**When will I receive a decision on my portfolio submission?**

Approximately 3 weeks after each portfolio deadline, applicants will receive notice that portfolio review decisions have been confirmed. A letter of admittance or non-admittance from the Department will be sent to incoming freshmen and transfer students by mail. Students who are currently enrolled in classes at UNC Charlotte will be notified by email of their admission decision.