

PORTFOLIO REVIEW APPLICATION

[2009]

Graphic Design Program | Department of Design | College of Arts and Letters | California State University-Sacramento

introduction and course requirements

The number of students applying to the Graphic Design program at California State University, Sacramento has exceeded the available resources. To maintain a high level of quality in education, enrollment will be limited and controlled by an annual supplemental application and portfolio review.

Upon entering the university and entering the lower-division course work you should declare yourself as a Pre-Graphic Design major. To gain admission to the upper-division courses and become a Graphic Design major you must submit a supplemental application and portfolio. The review will be given once per academic year in the spring semester. All lower-division course work that contributes to the portfolio must be completed or in progress to apply for the portfolio review. Pay close attention to the conditions listed below:

- Before submitting applications and portfolios, students must complete with a grade of "C" or better either GPHD 005 or GPHD 020 in addition to ART 020A, PHOT 040, GPHD 025.
- Students may be enrolled in the following classes during the semester the portfolio is submitted: GPHD 020, GPHD 010, GPHD 030.
- Before being admitted into the upper-division the student must complete with a grade of "C" or better either GPHD 005 or GPHD 020, in addition to ART 020A, PHOT 040, GPHD 010, GPHD 025, GPHD 030.

guidelines for portfolio content

Selected pieces must represent the full range of your lower-division course work. The following required submission must be met:

- 3 drawings from ART 020A
- 3 photographs from PHOT 040
- GPHD 025 book (11"x17" book from GPHD25
- GPHD 030 book (8.5"x11" book from GPHD30

IMPORTANT If you have completed GPHD30 in a past year, you should submit two symbol boards and a color manual book. However, if you are currently RETAKING GPHD30 this semester, you MUST submit the current semester's complete book (without the boards) instead of past work.

- one process manual (i.e., ltoya, binder that presents your process of any single project from either GPHD25 or 30.

advising

consult your advisor to ensure that you have completed the proper lower-division course sequence prior to application. Your advisor will answer any questions you have concerning the portfolio review procedure, but will not provide preliminary reviews of portfolios.

in addition to the required portfolio submission, it is optional that you may submit 1 to 3 additional works of any medium. However, quality over quantity should be the rule.

only 2D work should be submitted. Include an identification list of all work. No CD or slide presentations.

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specifications for portfolio presentation

Present all of your work neatly. Mount work consistently where appropriate. For example, if one photo is mounted on white board all photos should be treated in the same fashion (i.e., the same board color, board type and mounting technique). This should apply for each unique section of work. Use a paper portfolio to submit your work. Reinforce the seams and corners of the portfolio case with duct or packing tape. All work must fit securely into the portfolio case. Place your name and identification of the work on the back of each piece using the label template provided. Clearly mark your name on the front of the portfolio using the label template provided (or create your own incorporating the same information). Do not wrap projects individually in portfolio.

portfolio drop-off / pick-up

Deliver the portfolio along with the application and all required materials to the Department of Design office during posted business hours within the dates listed at left. Any submissions without an application form will not be accepted. **If you have already submitted the completed application form with all transcripts to your GPHD30 instructor during Spring 2009 semester, do not resubmit it.**

If the application and portfolio are being delivered via mail or courier, return postage must be provided by the applicant. The application and portfolio must be received in the Design Department office by 5:00 PM on 5/15/09. Please note that it may take a few days to reach the Department of Design office once it arrives on campus.

All portfolios must be claimed between 5/19/09 and 5/20/09 or they will be discarded. Portfolios can be claimed at the Department of Design office during posted business hours. Portfolios not claimed by 5:00 P.M. on 5/20/09 will be discarded.

review process

The portfolio review is an opportunity for the faculty to collectively view your work and determine if you have developed a strong comprehension of the skills presented throughout the lower-division course work.

post review process

Once the review is complete and all information is properly documented, every student will pick up a letter indicating the results of the review and instructions on how to proceed based on their status. Letters will be distributed when students pick up their portfolios between 5/19 and 5/20/09.

Results will not be released over the phone or e-mail. If you are accepted into the major, you must reply that you accept entry on the day you pick up your portfolios (May 19 - 20, 2009) or you will waive your eligibility.

applications available 1/26/09

portfolio drop off 5/11/08-5/15/09

final deadline 5:00 P.M. on 5/15/09

notification letters 5/19 - 5/20/09

acceptance notifications from students on 5/ 19, 5/20/09 or you will waive your eligibility to enter the major.

portfolios will be available for pick up 5/19 - 5/20/09.

portfolios and notification letter must be picked up by 5/20/09 or they will be discarded.

PORTFOLIO REVIEW APPLICATION FORM [2009]

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if you have already submitted the completed application form to your GPHD30 instructor during Spring 2009 semester, do not resubmit this page.

student information

last name: _____ first name: _____
 address: _____ city: _____ state: _____
 zip: _____ e-mail (if any): _____
 student ID number: _____ day phone: _____
 current CSUS GPA : _____ cumulative GPA: _____

lower division course sequence

course number	semester(s) taken	transfer credit: Y/N	instructor	grade
gphd 005				
gphd 010				
gphd 020				
gphd 025				
gphd 030				
art 020A (or 020B)				
art 001A (or substitute)				
art 001B (or substitute)				
intd 020				
phot 040				

documents to be submitted

Please provide the following documents with your application submission: Copies of transcripts or grade printouts to confirm lower division pre-graphic design (PGD) coursework fulfilled here at CSUS and/or at other colleges. You will be asked to acquire official sealed transcripts upon being confirmed for entry to the major. Please plan for this contingency.

A print out of articulation agreements from www.assist.org for lower division units transferred from other colleges (viz., ART 1A, ART 1B, ART 20A, GPHD 20 or PHOT 40). Please highlight all classes on your transcripts or grade printouts that fulfill these lower-division PGD requirements.

checklist of items to be included for review

- completed application form
- appropriate transcripts
- completed portfolio
- project identification list

schedule preference

when accepted to the upper division, first year upper division studios are scheduled in the following pairs. Please indicate your preference below. We will consider preferences when making final schedule placements, however, we cannot guarantee all students will be granted their preferred schedule.

[monday | wednesday]

[tuesday | thursday]

applications available 1/26/09

portfolio drop off 5/11/09-5/15/09

final deadline 5:00 P.M. on 5/15/09

notification letters 5/19 - 5/20/09

acceptance notifications due from students on 5/19 - 5/20/09 or they waive their eligibility to enter the major.

portfolios available for pick up 5/19 - 5/20/09.

portfolios must be picked up by 5/20/09 or they will be discarded.

PORTFOLIO IDENTIFICATION LIST

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your last name:

first name:

- 1 title | project:
class | semester:
medium | professor:
- 2 title | project:
class | semester:
medium | professor:
- 3 title | project:
class | semester:
medium | professor:
- 4 title | project:
class | semester:
medium | professor:
- 5 title | project:
class | semester:
medium | professor:
- 6 title | project:
class | semester:
medium | professor:
- 7 title | project:
class | semester:
medium | professor:
- 8 title | project:
class | semester:
medium | professor:
- 9 title | project:
class | semester:
medium | professor:
- 10 title | project:
class | semester:
medium | professor:

PORTFOLIO LABEL TEMPLATE

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this label should be located on upper left corner of back exterior.

spring 2009 portfolio review		spring 2009 portfolio review	
name:		name:	
student ID:		student ID:	
title / project:		title / project:	
class / semester:		class / semester:	
spring 2009 portfolio review		spring 2009 portfolio review	
name:		name:	
student ID:		student ID:	
title / project:		title / project:	
class / semester:		class / semester:	
spring 2009 portfolio review		spring 2009 portfolio review	
name:		name:	
student ID:		student ID:	
title / project:		title / project:	
class / semester:		class / semester:	
spring 2009 portfolio review		spring 2009 portfolio review	
name:		name:	
student ID:		student ID:	
title / project:		title / project:	
class / semester:		class / semester:	
spring 2009 portfolio review		spring 2009 portfolio review	
name:		name:	
student ID:		student ID:	
title / project:		title / project:	
class / semester:		class / semester:	