**Enrolling for Fall 2023 – 2024 Department of Art & Art History Art Major Entrance Portfolio Guidelines**

*Welcome!* We are excited that you are applying to the Department of Art & Art History to study studio Art. We encourage candidates 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 submissions received each year, acceptance is limited to a select number of applicants who demonstrate the most potential for successful completion of the program. After reading these guidelines carefully, email any questions to: aahadmissions@uncc.edu

**NOTE:** If you intend to apply to Graphic Design, then please use the Graphic Design Major Entrance Portfolio Guidelines.

I. Eligibility

- **All applicants must be officially accepted and fully admitted to UNC Charlotte in order to submit an Entrance Portfolio for admission to the Department and Art major.**

- Enrollment in all Foundation Studio or Major courses is open **only** to students that have been formally admitted to the Department during the annual Entrance Portfolio Review.

- If currently enrolled at UNC Charlotte, applicants must have a cumulative GPA of 2.0 or higher evidenced on their academic transcript.

II. Application Process

1. **Apply to UNC Charlotte** by posted deadlines. *(Fall)* For more details and deadlines:
   - Incoming Freshmen – admissions.charlotte.edu/freshmen
   - Transfers – admissions.charlotte.edu/transfers

2. **After you are admitted to UNC Charlotte, you will receive a link to submit your Entrance Portfolio via SlideRoom and must submit by the posted deadlines below. *(Spring)*
   - Current UNC Charlotte students who wish to change their major to Art must request the Entrance Portfolio Submission link directly via email: aahadmissions@uncc.edu

III. Department Deadlines

1. **Priority Review: February 15, 2023 by Noon**
   - All eligible students are strongly encouraged to submit to the Priority Review, and those who do will be given priority status in the selection process.
- If admitted, then students are eligible for earlier advising, orientation and course registration.
- In order to be fully admitted to the University by this submission deadline, incoming Freshmen and Transfers must complete their application to the University no later than Jan 5, 2023.

2. **Space Available Review: April 5th, 2023 by Noon**
- Admission will be based on available spaces left in the Art major for all students who submit to this deadline.
- If admitted, choices regarding advising, orientation and course registration will be more limited.
- In order to be fully admitted to the University by this submission deadline, incoming Freshmen and Transfers must complete their application to the University no later than March 1, 2023.

### IV. Portfolio Requirements

We use SlideRoom for the portfolio application process (see VII. Frequently Asked Questions (FAQ) below for more details).

Your portfolio should include:
- **Images of 10 Works** – Each work on a separate slide, with up to (2) images per work.
- **Identifications** – Label each work with the title, media/software, size, and year.
- **Reflective Statement** – In 200 words or less, briefly introduce each work and comment about your concept for the piece and what you were trying to accomplish.
- Include use of any found, appropriated, or provided imagery, and document sources for any images used as a reference. (see FAQ below for more details)
- **Image Quality** – Make sure to take quality images of your work with even lighting and cropped to edge.

Your Entrance Portfolio should represent your best work, and demonstrate that you are ready to succeed in Foundation Studio classes and your potential for future success in the Art major. (see FAQ for more details)

- Eligible examples include any original (2D, 3D, 4D) work completed in high school, college-level courses, private classes, workshops, camps, and/or self-initiated projects.
- Must include at least 3 – 5 drawings from direct observation. (see FAQ below for more details)
- May include several works from a specific media or a variety that show a range of processes. (see FAQ below for more details)
- **Do not** include any work in your portfolio that is not original or is not your intellectual property.

### V. Portfolio Review Criteria

A committee will assess portfolios based on how well the work and reflective statements demonstrate:
1. Readiness to succeed in Foundation Studio classes
2. Potential for future success in the Art major
3. Creative problem solving and conceptual ability
4. Inventive and Expressive use of media
5. Artistic curiosity and intellectual inquiry
6. Understanding and application of design elements and principles
7. Technical ability and craft
8. Ability to articulate ideas in writing
9. Responsible use of intellectual property (see FAQ below for more details)

VI. Decisions & Notifications

- Approximately 3 weeks after each deadline, students will be notified of decisions by email.

VII. Frequently Asked Questions (FAQ)

1. How should I photograph my work?
   Scan or photograph artwork carefully and artfully, while considering the documentation and presentation of each project. Three-dimensional pieces may require views from multiple angles, detail shots, or staging on a neutral backdrop. (see YouTube Video)
   
   Quick tips:
   - 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.
   - Color correction and cropping in an application such as Photoshop is encouraged. Here is a link to a short How-To video (from The Learning Connexion School of Creativity & Art)

2. How do I use Slideroom?
   You will need to build your Slideroom Portfolio. As you “Add Media”, you will be able to add images of your work. You will also need to add the title of each work as well as the materials used, size and any additional details for each artwork. Once you have created your portfolio, you can rearrange the files or delete and replace files. Images must be under 5 MB.
   You can upload images with any dimensions, as SlideRoom resizes images larger than 1280 x 1280 x 72 ppi. Tips for Getting Started as a New SlideRoom Applicant.

3. What kind of work will best demonstrate that I am ready for Studio Foundations (Drawing 1, 2D Design, 3D Design, and Digital Foundations)?
   You should include works that demonstrate relevant skills and abilities to those types of classes. These might include, but are not limited to: basic digital skills, drawing from observation, creating 2D compositions, constructing 3D objects or spaces, using color, patterns, and textures. Some suggested media you might include but are not limited to are: digital drawing,
graphite pencil, charcoal, pen and ink, markers, oil and acrylic paint, watercolors, collage, clay, plaster, wood, cardboard, and wire.

4. **Should I submit work that shows my skills across a range of media?**
It is important that you make the final decision and submit a portfolio that represents your best ideas, interests, skills, and strengths. It is not a good idea to sacrifice quality for variety.

5. **Why do I need to show direct observational drawings?**
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 responding to what 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.

6. **What could I include for direct observational drawings?**
These drawings should show how you respond to objects in space—not a photograph. A simple suggestion would be to arrange a couple of fruits or vegetables on a white piece of paper, light the set-up with a single light source and draw it in the medium of your choice.

- Character designs that you developed and created and/or completely reimagined.

7. **What if I have taken AP or college-level courses in studio Art?**
If you have already taken AP (advanced placement) and/or courses at the collegiate level, we would love to see these works included in your portfolio. This is especially helpful for credits you may want to transfer in Foundations Studios or the Art major. (i.e. 2D Design, 3D Design, Drawing 1, Ceramics 1, Painting 1, Print 1, Photo 1, Digital Media 1 (4D), etc.).

8. **Can I include multiple images of a work?**
You may, but are not required to, include up to (2) images per artwork to show an additional view, detail, or a source that further informs the review committee’s understanding of the work.

9. **Can I include photographs as a work example?**
Yes, but you also need to include examples of observational drawing. If submitting photographs, consider how they reflect your conceptual interests as well as your understanding of composition, light, form and space.

10. **What should I do with multi- or time-based media like animations, motion graphics, videos, or audio?** Make sure to include the software used to create these works in the “Additional Details” area in SlideRoom. Please export videos files as .m4v, .mov, .mp4, .wmv, .flv, .asf, .mpeg, .mpg, .mkv. Duration of clips should be limited to a maximum of 2 minutes, and file size should not exceed 250 MB. Export audio files as .mp3 or .wma.

11. **If I used found, appropriated, or provided imagery, then how do I know if a work is original?** If it was for a class assignment or self-initiated, you must demonstrate a responsible
use of intellectual property and document the original source and/or describe your reason for using it in the Additional Details section in Slideroom for that work.

**Work that is Not Original**

- Any work that directly replicates any other artist's or studio's work, copies a photograph that you did not take, or uses a grid to transfer an original.
- Close representations of any copyrighted material, including anime, comics, cartoons, or video game characters.
- Works produced using a step-by-step tutorial and provided content and/or imagery.
- For more information, please see the UNC Charlotte Code of Student Academic Integrity:
  [http://legal.uncc.edu/policies/up-407](http://legal.uncc.edu/policies/up-407)

**Work that is Original**

- Works that include existing imagery or content (i.e. text, photos, illustrations, and graphics) that was provided as part of a project or assignment are acceptable if the finished work has been redesigned, reworked, and/or reimagined (i.e. a magazine layout or advertisement that uses an existing article and stock photos).
- Works that used existing photos for reference only and are not a direct copy, or were collaged/digitally composited with other images, or completely reworked.

**12. Can I show older work to show progress?**
While you may want to include examples of work from past years, it is more important to submit work that represents current skills and experiences.

**13. Can I submit my portfolio early?**
Yes, you may submit your portfolios prior to a submission deadline. However, all submissions will be held and reviewed after that deadline has passed.

**14. Can I still submit if I do not have a cumulative GPA of 2.0? (current UNC Charlotte students only)**
You should have a 2.0 cumulative GPA at the time of the portfolio review to be fully competitive (i.e. final grades for Spring 2022 will not be included in a GPA calculation at the time of the review). You may still submit a portfolio, but admission to the department and major could be denied because of the GPA requirement.

**15. Whom should I contact with questions?**
Email any additional questions to: aahadmissions@uncc.edu