FOUNDATIONS PORTFOLIO REVIEW APPLICATION

PART I – Applicant Information (to be completed by the student)

Last Name_____First Name_____ MI:_____

Phone #: _____ home __ cell __ (check one) ASU email: _____@appstate.edu

*Mailing Address (Street)_____

(City)_____(State)_____(Zip)_____

ASU Student ID (banner #) _____ (for tracking purposes only)

I am currently a high school senior _____ Yes _____ No

I am currently attending ASU _____ Yes _____ No {if yes, indicate current status} _____ (Fr /So /Jr /Sr)

I am currently taking Design Fundamentals class(es) at ASU _____ yes _____ no

I have taken Design Fundamentals classes before at ASU   _____ yes _____ no

I am currently a transfer student entering ASU as a _____ (Fr /So /Jr /Sr)

This is my _____ 1st _____ 2nd submission to the Foundations Portfolio Review. {check one}

* address you want your notification letter mailed to

STOP! APPLICANT: DO NOT WRITE ANYTHING BELOW THIS LINE

PART II – Foundation Portfolio Review Results
(to be completed by the Foundations Portfolio Review Committee)

_____ YES You are admitted into the Department of Art as an art major.

_____ NO We are sorry, but you are not admitted to the Department of Art as an art major.

OFFICE USE ONLY: Banner entered:_____ date:_____ by:_____
File created: _____ Dean's copy sent: _____
Revised 12/09

FOUNDATIONS PORTFOLIO REVIEW APPLICATION

INSTRUCTIONS FOR FOUNDATIONS PORTFOLIO REVIEW APPLICATION

The Foundations Portfolio Review Committee will evaluate your images based on the following criteria:

1. Evidence of creative ability/skill in the elements of art.
2. Evidence of competent drawing skills.
3. Evidence of creative and expressive use of media.
4. Evidence of creative thinking skills.

Documenting Your Work

Digital cameras and image editing software has made photographing your artwork and editing the images much easier. Images must be prepared/edited before uploading into our web-based portfolio submission system or for DVD/paper submissions.

If you are unfamiliar with how to photograph you artwork for an art portfolio, here are some helpful hints:
• Use Google on the Internet to search for directions on how to document your artwork and create an art portfolio.
• Search the Web for instructions on how to **photograph your artwork** using the correct angles, backgrounds, equipment, and lighting,
and also on how to digitally edit your images using software such as iPhoto or Photoshop.
• Consult with your past or current art instructors or artists in your community.
• Consult the local yellow pages and hire a professional commercial photographer who advertises portfolio services.

The Department of Art has *two modes* in which portfolio materials can be submitted.
1. Applicants will be able to utilize our web-based portfolio submission system.
   For more information of our online system, take a tour of their system before you login: http://appstate.slideroom.com/
2. Applicants will be able to submit DVDs with printed forms.

Instructions for Online Undergraduate Portfolio Submission

Our web-based portfolio submission system, offers a user friendly, secure application process that will allow students to manage their portfolio submission. The software offers a comprehensive help section to assist in every step of the online application process. The system will assure each part of the process is complete before submission is allowed.

We encourage each applicant to take a tour of the system before you login: http://appstate.slideroom.com/

Four easy steps to the Online Undergraduate Portfolio Submission

1. Go to the ASU portfolio portal: http://appstate.slideroom.com/

2. Manage Portfolio

After uploading your images you will have an opportunity to label all images. Portfolio items can also arranged in any order by simply dragging and dropping the items.

3. Complete the forms at time of portfolio submission.

4. Submit Portfolio and Pay Fee: When complete simply check the SUBMIT. Pay the $10 fee via Credit Card or Debit Card only. An email confirmation will be sent to you once the process is complete.

Paper/CD Undergraduate Portfolio Submission

1. Submit a CD with your images. Foundation Review requires a maximum of 10 images. If you submit more than 10, your CD will not be reviewed.

Images must be in JPG format @ 75 dpi and 4 MB or less. Larger images will not be reviewed. DO NOT use Power Point or any other program. Images not in JPG format will not be reviewed.

If your CD will not open the images for viewing, your application will not be considered. You will be notified that your CD is faulty. You must then resubmit to the next Foundations Portfolio Review with a CD that is operational. (This will not count as a submission).

2. **Provide a separate sheet that lists your artwork images.** Include each piece's title, its size and medium (acrylic paint, charcoal, etc.) Make sure your name is on the paper and include it with your CD/application.

3. **Complete the forms** at time of portfolio submission. You may download this form at:
http://www.art.appstate.edu/admissions/portfolio_review.htm. Incomplete forms will not be reviewed.

4. **Submit Portfolio:** When your portfolio and forms are complete mail your CD, completed application and image list to the below address. Paper/CD submissions: Dates below are NOT a postmarked date. Your completed application and CD MUST physically be in the Art office by the deadline to be considered.

FOUNDATIONS PORTFOLIO REVIEW COMMITTEE
Department of Art
232 Wey Hall
Appalachian State University
Boone, NC 28608

DATES FOR SUBMISSION:
The Foundations Portfolio Review is scheduled three times each year.
Web applications are due 12 midnight on:
Paper/CD applications are due by 4:00 pm in the Art office on:
• The last Wednesday of March
• The first Wednesday of July
• The last Wednesday in October

The Transfer Evaluation for Course Equivalent (TEFCE) is scheduled three times each year.
Web applications are due 12midnight on:
Paper/CD applications are due by 4:00 pm on:
• The first Friday in May
• The first Friday of August
• The first Friday in December

Note: Paper/CD submissions: Dates above are NOT a postmarked date. Your completed application and CD MUST physically be in the office by the deadline to be considered.

Department of Art Contacts:
• Department of Art phone — 828.262.2220
• Questions regarding the content of this portfolio requirement should be directed to:
  Gary Nemcosky, nemcoskygm@appstate.edu — Phone: 828.262.2570
• Questions regarding the content of transfer material requirement should be directed to:
  Lisa Stinson, stinsonlm@appstate.edu — Phone 828.262.2567