Fall 2016 - BFA PORTFOLIO REVIEW - APPLICATION PROCEDURES

The B.F.A. portfolio review will be held from 5:00 – 7:00 p.m. on Wednesday November 16, 5 p.m. (in Ayres 216). Set up will start at 4 p.m. sharp.

Please read these procedures carefully. Discuss your intention to apply with your professors and listen to advise. Set up an advising appointment to ensure that you have the prerequisites. They may advise you to proceed or to hold off another semester or two. Ultimately, the decision is yours but it’s important that your professors know of your plans. Students may apply a maximum of two times for entry into the program.

1) Application Folder:
Place the materials listed below (a-e) in a file folder with your name on the tab and deliver it to the front desk in Ayres 107. This folder is due before 5:00 p.m. on Wednesday November 9. Have the office manager stamp the time on the folder. Incomplete or late deliveries will not be reviewed.
   a. BFA application checklist
   b. B.F.A. Portfolio Review Prerequisite/Application form, including Art G.P.A.
   c. Major Clearance/Advising Form: for B.F.A. Degree
   d. Unofficial Transcripts -from CSUC and other universities/junior colleges
   e. A one-page written personal statement about your artistic/professional goals and creative work.
   f. Support Materials: i.e., resume (optional).

2) Personal Statement:
Do not exceed one page. Write one paragraph about you future career goals and how you might use the BFA program to help you to achieve those goals, and another paragraph that discusses your creative work. Email this as a word document by 5:00 p.m. on Wednesday November 9 to emacdonald1@csuchico.edu. I will forward it to the entire faculty. Your email subject heading must have YOUR NAME, followed by BFA PERSONAL STATEMENT.

3) Recommendation Forms:
Ask two faculty members if they are willing recommend you for the BFA program. One faculty should be from the studio area that you are applying in and willing to be your mentor upon acceptance into the program. You must complete the top portion of the form. Give the form to the faculty recommenders at least two to three weeks before they are due. The faculty will fill out the form and return it directly to me. I will place these forms in your folder before the review. Suggestion: follow up on your request a few days before the deadline by confirming that the faculty member has indeed submitted the form.

4) Portfolio:
Bring 10-15 examples of your work to Ayres, 216 on Wednesday November 16 at 4:00 P.M. Don’t be late!! Wait until I have divided up the space and give you the go-ahead to begin putting your work up. You will be responsible for installing your work so bring all necessary equipment. (Hammer, nails, pedestals, electronic equipment, etc.). The faculty will review your work at 5:00 p.m. Candidates are not present at the review.
Applicants applying for the second time can submit 5 new pieces rather than 10-15.

Your work must be collected after the portfolio review is complete. Depending on the number of applicants this is likely to be between 6:30 and 7:00 p.m. Do not disturb the faculty if the review process continues later. Return the room and walls the way that you found it. Fill holes in the wall, take away all vestiges of your installation. The Department or Art and Art History will not be responsible for work left in the review room. If you are unable to pick up your work, make arrangements for someone to do it for you. You must give written permission if you are unable to pick up your work in person. The work must be removed by 9:00 p.m.

Notification of Results:
The results of the Portfolio Review will be mailed to you within 7 days of the review. If you have any questions, please contact Eileen Macdonald, BFA Coordinator, at 898-6875 /emacdonald1@csuchico.edu or stop by Ayres 127 during office hours.