

## **Guidelines for Evaluation of Transfer Coursework**

For prospective students who have completed unarticulated courses

The following guidelines are for evaluation of coursework to fulfill specific course requirements in the College of Environmental Design (CED). If you are inquiring only about the transferability of units, please refer to the UCB Office of Undergraduate Admissions. If you are applying for admission in the current cycle, your request and documentation must be submitted to the CED Office of Undergraduate Advising in 250 Wurster Hall **by January 15**.

### **REVIEW THE FOLLOWING CAREFULLY BEFORE SUBMITTING YOUR COURSEWORK FOR EVALUATION:**

*All necessary forms can be found on the CED Forms and Documents Page under the heading "Transfer Credit Evaluation" at <http://www.ced.berkeley.edu/advising/forms>*

#### All Admissions Course Requirements:

- I have filled out the "Evaluation of Transfer Coursework" form and have included ALL courses I am submitting for evaluation. I have indicated which requirement I believe each course will satisfy.

#### Reading and Composition:

- I have spoken with the advisor indicated on the reverse of this page to see if my courses have been previously evaluated. If not, I have reviewed the "Reading & Composition Questionnaire" and submitted it to my course instructor(s). My instructor understands that s/he must send the questionnaire directly to the College of Letters & Science for evaluation.

#### 7-Course Breadth Requirement

- I have filled out the "Evaluation of Transfer Coursework" form indicating which requirement I believe each of my courses will satisfy and have included the course description and syllabus for each course.

#### Env Des 1, 11A, 11B

- I have read the instructions on the reverse of this page and understand how to submit my course syllabi and work samples to the appropriate advisor.

#### Additional Lower Division Major Requirements

- I have included a separate "Evaluation of Non-UC Berkeley Prerequisite Courses: Referral Form" for each Lower Division Major Requirement I wish to have evaluated (other than the Env Design courses). Use this form for Calculus, Physics (Arch applicants); Economics, Statistics, Calculus (Urban Studies applicants); and Physical Science, Biological Science (Landscape applicants).
- As required, I will submit transcripts to the Office of Undergraduate Admissions to determine the transferability of the units from the institution(s) I have attended.
- I know that all evaluation decisions are unofficial and are contingent on the units transferring to UCB, the course transferring exactly as evaluated (same units, same title), and a final grade of C- or better. In most cases, the course will need to transfer for at least 2 units.
- I have a back-up plan to complete the Admissions requirements in case my courses are not approved.

#### Tips for completing the Evaluation of Transfer Coursework Form:

1. Review the requirements needed for admission found on the CED Prospective Student website and compare the courses you took to each major specific requirement.
2. Organize the course description and syllabi by course in the order listed on the "Evaluation of Transfer Coursework" form. Courses cannot be evaluated with missing descriptions/syllabi.
3. If you want to know which courses will transfer for units only, please check with the Office of Admission, as this process and evaluation is done through that office. Do not send materials for these courses.
4. Update My Berkeley Application with the results of your evaluations by January 15.

## EVALUATION PROCEEDURE FOR ENVIRONMENTAL DESIGN COURSES

Please note that you should only submit material for evaluation if you are unable to take the pre-approved ("articulated") courses that fulfill this requirement. Articulated courses are available at several California Community Colleges, as well as at UC Berkeley through Berkeley Extension or Summer Sessions. Please see our Prospective Student website for a full list of courses required for admission, and to see which Community Colleges offer articulated Environmental Design courses.

<http://www.ced.berkeley.edu/advising/prospectivestudents/transfereapplicants>

To have your unarticulated coursework considered in lieu of Env Des 1, 11A and/or 11B, submit electronic syllabi and pdf of work samples by email for review by our faculty to the following advisor:

**Architecture, Last name A-N:** Rachel Klein [rachelk@berkeley.edu](mailto:rachelk@berkeley.edu)

**Architecture, Last name O-Z:** Lauren Roscoe [lroscoe@berkeley.edu](mailto:lroscoe@berkeley.edu)

**Landscape Architecture:** Donna Vivar [dvivar@berkeley.edu](mailto:dvivar@berkeley.edu)

**Urban Studies:** Donna Vivar [dvivar@berkeley.edu](mailto:dvivar@berkeley.edu)

### **A. Environmental Design 1: People and Environmental Design (3 units)**

*Course description:* Three hours of lecture and two hours of discussion per week. Environmental design involves the study of built, natural, global, and virtual environments. Various forms of practice include architecture, planning, urban design, and social and environmental activism. This course is a survey of relationships between people and environments, designed and non-designed, with an introduction to the literature and professional practices.

**SUBMIT SYLLABI** from course(s) you have taken that you believe are equivalent to the above course. **NO WORK SAMPLES.**

### **B. Environmental Design 11A: Introduction to Visual Representation and Drawing (4 units)**

*Course description:* Two hours of lecture and six hours of studio per week. Prerequisites: Environmental Design 1. Introductory studio course: theories of representation and the use of several visual means, including free hand drawing and digital media, to analyze and convey ideas regarding the environment. Topics include contour, scale, perspective, color, tone, texture, and design.

**SUBMIT SYLLABI AND SINGLE PDF OF FREEHAND DRAWING SAMPLES** from course(s) you have taken that you believe are equivalent to the above course. Save the PDF file of your work as: *your name*ED11A (Example "Jon Doe ED11A.pdf").

### **C. Environmental Design 11B: Introduction to Design (5 units)**

*Course description:* Three hours of lecture, six hours of studio, and two hours of laboratory per week. Prerequisites: Environmental Design 11A. Introduction to design concepts and conventions of graphic representation and model building as related to the study of architecture, landscape architecture, urban design, and city planning. Students draw in plan, section, elevation, axonometric, and perspective and are introduced to digital media. Design projects address concepts of order, site analysis, scale, structure, rhythm, detail, culture, and landscape. Students learn to test the validity and consistency of their proposed course of action in critiques.

**SUBMIT SYLLABI AND SINGLE PDF OF DESIGN AND MODEL SAMPLES** from course(s) you have taken that you believe are equivalent to the above course. Save the PDF file of your work as: *your name*ED11B (Example "Jane Doe ED11B.pdf").

#### Important:

- Do not send multiple pdf's for each course. You must combine all images into a single pdf for Env Des 11A and a second PDF for Env Des 11B. Save the pdf using your name and the course.
- If you have completed one or more of the Env Design requirements with articulated courses at UC Berkeley or at a California Community College, do not send materials for these courses.
- Depending on the time of year, these materials can take a month or more to be evaluated by the faculty, and approvals are rare. Please be prepared with a secondary plan if your coursework is not approved as equivalent to Env Des 1, 11A, and/or 11B.
- If you are approved, please be sure to note evaluation results in My Berkeley Application in January so your exception is not overlooked in the application review process.