
Design Studies program

Design Foundations Certificate

■
Entrance Requirements and
Portfolio Guidelines 2012

[PLEASE READ CAREFULLY]

MACÉWAN

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General Information

The total period of study time required to achieve a Design Studies diploma is three years. The first year consists of a common year of study (the Design Foundations Certificate) followed by two years of courses specific to a diploma major.

The Design Foundations Certificate (DFC) enables students to explore the history, thought, and practice of design in a combination of lecture and studio courses. The Design Foundations experience allows students to determine if they are interested in further exploration of design as a career, and it provides students with a firm basis for further studies in one of the majors offered in the Design Studies diplomas. Students must complete the Design Foundations Certificate (or equivalent) before being eligible for admission into one of the diploma majors in Design Studies.

Applicants declare a major prior to entering the Design Foundations Certificate by ranking preferences on the portfolio submission form found on the last page of this package. Depending on the demand for an applicant's preferred major, an applicant may be placed on a wait list for his or her first choice and be offered a position in another major.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. Admission is competitive and selection will be based on academic requirements and the overall assessment of a portfolio.

Applicants seeking direct enter to diploma studies or advanced standing for individual courses need to read the information on page 12 of this package; if they feel that they meet the requirements outlined, they need to contact the program directly for further information.

Program Information Sessions and Student-for-a-Day

Information Sessions provide an opportunity for exchange between interested applicants and faculty of the Design Studies Program.

We encourage applicants to attend information sessions to get information on the Design Foundations Certificate, the majors offered within Design Studies, portfolio requirements, and what our expectations are of students coming into the program.

An open Q&A session follows the presentation and then interested participants are welcome to join faculty members on a tour of the Design Studies facilities at the Centre for the Arts and Communications.

It is strongly recommended that you attend one of the Information Sessions prior to submitting your portfolio.

Throughout the year, the program also offers Student-for-a-Day opportunities for individuals to attend class, meet current students, talk to faculty and learn more about Design Studies. This immersive experience provides participants with a glimpse into the unique creative culture found at the Centre for the Arts and Communications campus.

Please refer to the Design Studies website (www.macewan.ca/designstudies) for Information Sessions and Student-for-a-Day dates and times.



Important!

Portfolios will not be assessed unless an application to Design Foundations has been received by MacEwan.



Where?

All Program Info Sessions will take place at **6:30 pm** in Room 436 at the Centre for the Arts & Communications at 10045 - 156 Street, Edmonton, AB. Visit our website for Info Session dates: www.macewan.ca/designstudies.

Applying to the Design Foundations Certificate

Step 1

Apply online at www.applyalberta.ca or in person at one of the Information Centres on any one of our three campuses and pay the non-refundable application fee. Apply at least one week before the portfolio submission date, if possible.

Step 2

Attend an Information Session, if possible.

Step 3

If you applied through applyalberta.ca and completed your schooling in Alberta, your transcripts will be sent to the Office of the Registrar free of charge. If you applied in person or did not attend school in Alberta, you need to arrange to have your high school transcripts sent to the Office of the Registrar as well as two copies of any post-secondary transcripts you may have (sent directly from the sending institution), **as soon as possible**. To order your transcripts, visit: <http://alis.alberta.ca/hs/ep/pps/high-school-transcripts.html> and click on the appropriate province. Post-secondary transcripts can be ordered by contacting the sending institution directly.

Step 4

Write the Skills Appraisal if necessary and complete any upgrading before the start of the Fall term in September.

Step 5

Submit your portfolio on one of the two dates specified on page 14.

What Happens Next?

Upon receipt of your application, you will be emailed an acknowledgement letter from the Office of the Registrar. In this letter will be your user name and password to log onto the student portal where you will be able to locate information regarding your admission status.

You will not receive any further correspondence from the Office of the Registrar until MacEwan receives all supporting documents and a decision is made on your application. It is your responsibility to check the student portal for your admission status and to fulfill all outstanding requirements before the start of the Fall term. Please check the provided checklists in MyStudentSystem to ensure that you have met all conditions.

Notification of Decision

When you collect your portfolio, there will be a notice in it that will provide you with information on your assessment. It will indicate **one of four possible outcomes**:

1. You have been recommended for acceptance into Foundations and into your first choice of major. We cannot formally notify you of acceptance as this needs to come from the Office of the Registrar. This will include only acceptance into Foundations as the acceptance for majors is not official until the following year after another application is submitted for diploma studies.

OR

2. You have been recommended for acceptance into Foundations, have been offered a position in another major and placed on a wait list for your first choice. Because the foundation year is common, you can carry on with your design education while on a wait list for your first choice or another choice of major. See the section on wait lists for information on how they are ranked.

OR

3. Your portfolio has been assessed and found to be lacking substantively in a combination of the assessment categories. There will be recommendations on what to correct or what pieces may have been missing in the submission.



Important!

Do not bring your application when you drop off your portfolio! It needs to be submitted at least one week prior to submission.

OR

4. Your portfolio has not been accepted for this intake and we recommend that you continue to develop your portfolio and re-apply next year.

If you are accepted into the program, all necessary course registration information will be in your portfolio when you pick it up or it will be emailed to you when it's ready (approximately late March).

Re-submissions

Students whose portfolios are found to be substantively lacking in a combination of assessment categories or whose portfolios are missing pieces are invited to submit in the next program portfolio intake.

Applicants with portfolios not recommended for acceptance in the final posted intake may receive a call or notice from the Design Studies Program inviting you to resubmit your portfolio with recommended changes for admission into the current intake year. Additional submission dates may also be posted on our website at www.macewan.ca/designstudies.

Wait Lists

If you were not accepted into your first choice of major, you are automatically wait listed for your first choice and put into one of your other choices of major.

Before school starts, wait lists built from the portfolios will be used to move students in majors as spots become available over the summer. However, once school begins, these rankings will no longer be applicable and all wait list movement will cease until the end of the Foundations year. Students will still remain on the wait lists they were

put on, but a new ranking will occur at the end of the first year. Wait lists will then be ranked according to final grade point average (GPA) in the Design Foundations Certificate. This is assessed after the final term and students will be moved into majors or up and down on wait lists accordingly after applications have been submitted for diploma studies. Please ensure that the program has accurate contact information for you during the summer months as students on wait lists will be contacted after the term end once the final GPA's are received.

At any time throughout the year, you will have the opportunity to have your name placed on lists for multiple majors, moved from one list to another, or removed from a wait list.

Please speak to the program if you would like to be placed on an additional wait list, moved from one to another, or removed from one.

If you are accepted to the program but decide not to attend, please notify the program via email *from your macewan account* to Dianne Nicholls at nichollsd@macewan.ca.

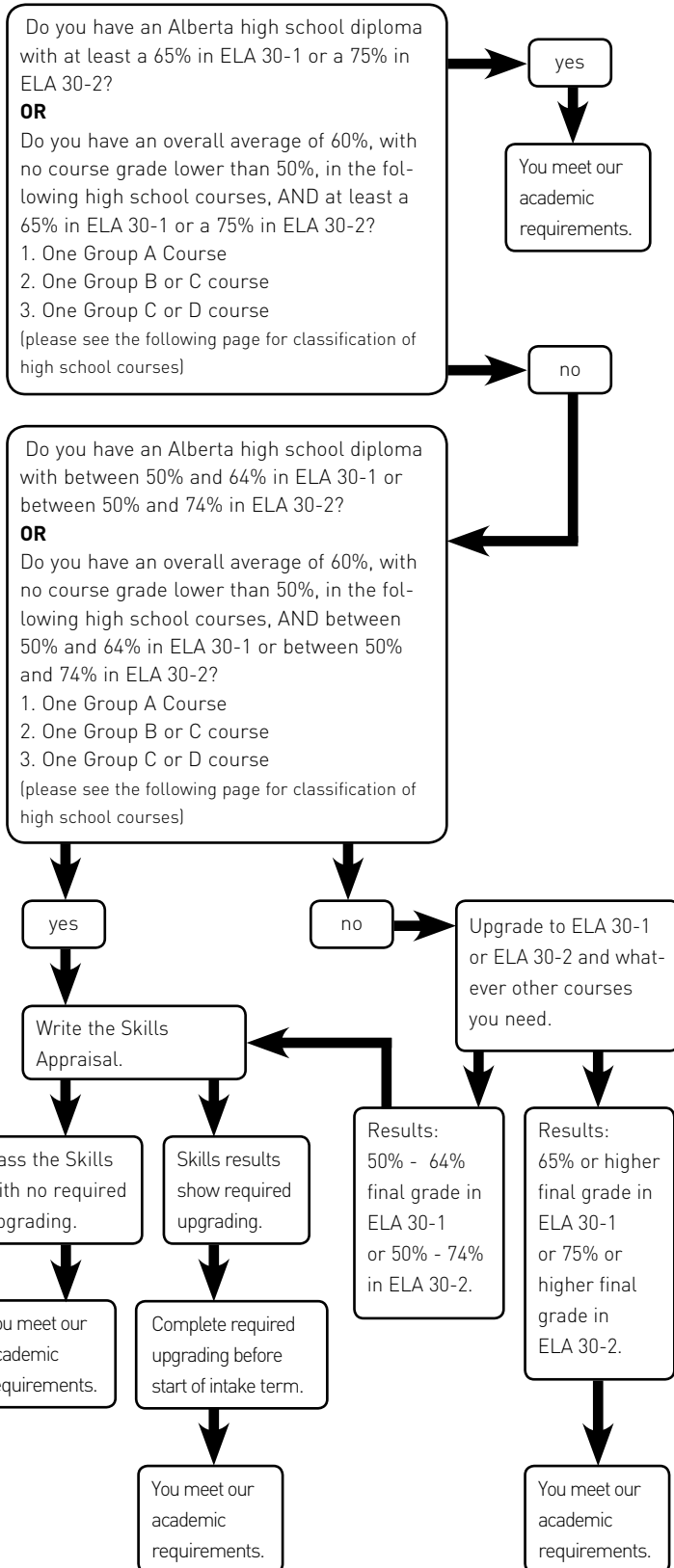
**Submission Dates**

Submit your portfolio on one of the two dates specified on page 14. Additional submission dates may also be posted on our website at www.macewan.ca/designstudies.

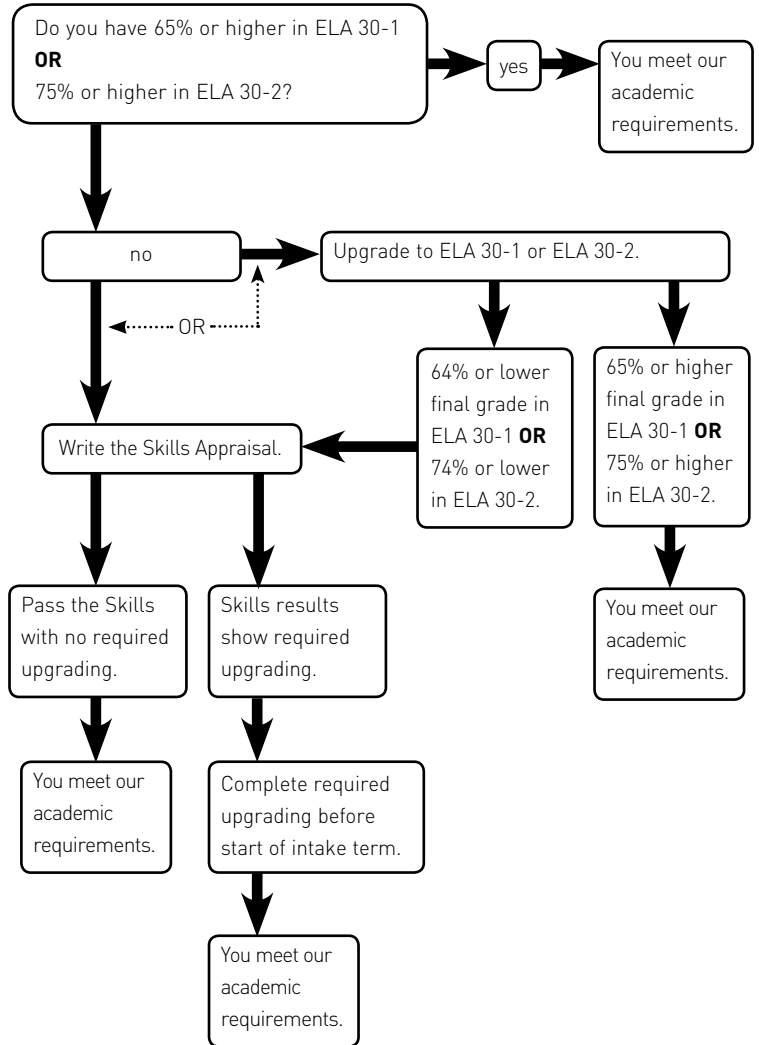
Academic Requirements

Please choose which category you belong to and then follow the arrows for your specific situation.

Regular Admission - under the age of 20 and/or has NOT been out of full-time high school for more than one year before the beginning of the intake term.



Mature Admission - over the age of 20 and HAS been out of full-time high school for more than one year before the beginning of the intake term.



Meeting Conditions

It is extremely important that these conditions are met as soon as possible. **DO NOT** leave it to the last minute as you will risk being withdrawn from the program. Requirement checklists are provided in MyStudentSystem. Please check them to see if you have any outstanding conditions and to confirm that MacEwan has received your paperwork. It is your responsibility to ensure that these conditions are met in a timely manner.

Classification of High School Courses

2011 2012 Classification of High School Courses

Acceptable Alberta Education Grade 12 subjects have been classified into the following four groups:

Group A (Humanities) See Notes 1 and 2	Group D (Optional) See Note 4
1. English Language Arts 30-1 2. Social Studies 30 or 30-1 3. 30-level language other than English 4. Additional 30-level language other than English 5. Aboriginal Studies 30	1. Applied Sociology 30 2. Cultural and Physical Anthropology 30 3. Experimental Psychology 30 4. International Politics 30 5. Macroeconomics 30 6. Microeconomics 30 7. Philosophies of Man 30 8. Religious Studies 35 (for approved Schools) 9. Western World History 30 10. World Geography 30 11. World Religion 30 12. Advanced CTS strands as follows: <ul style="list-style-type: none"> · Community Health · Construction/Electro Technologies · Fabrication Studies · Fashion Studies · Financial Management · Foods · Information Processing · Legal Studies · Management & Marketing
Group B (Fine Arts) See Note 3 1. Applied Graphic Arts 35 2. Art 30 3. Art 31 4. Commercial Art 35 A, B or C 5. Communication Technology Advanced (5 credits) 6. Dance 35 7. Drama 30 8. Music 30 (Choral, Instrumental or General (5 credits) 9. Musical Theatre 35 10. Music 35 11. Performing Arts 35 A, B, or C 12. Visual Communications 32 A, B or C Additional 35-level Fine Arts courses may be considered.	
Group C (Sciences) 1. Biology 30 2. Chemistry 30 3. Pure Mathematics 30 4. Mathematics 31 5. Physics 30 6. Science 30	

1. Any one of the following courses will meet the 30-level language other than English requirement: French 21, 20S, 20N, 30S, 30N; French 31, 31A, 31B, 31C, 30-3Y, 30-9Y; French Language Arts 20, 30, 30-1, 30-2; Français 20, 30, 30-1, 30-2; Langue et Literature 20, 30.
2. Any one of the following courses will also meet the 30-level language other than English requirement: Blackfoot Language & Culture 30; Chinese Language Arts 30; Chinese Language & Culture 30; Cree Language & Culture 30; German Language Arts 30; German Language & Culture 30; Italian Language & Culture 30; Japanese Language & Culture 30; Latin 30; Spanish Language & Culture 30; Ukrainian Language Arts 30; Ukrainian Language & Culture 30. There are other 35-level locally developed courses which may also be used to meet the language other than English requirement.
3. Equivalents of Music 30: Conservatory Canada, Grade 8 Practical and Grade IV Theory; Royal Conservatory of Music of Toronto, Grade 8 Practical and Grade II Theory; Mount Royal University, Grade 8 Practical and Grade II Theory. Documents must be presented to Alberta Education for evaluation.
4. Students using a Group D subject for admission must present either one 5-credit subject or any combination of two 3-credit subjects.

The Grade 12 courses listed are based on Alberta Education approved curriculum and nomenclature. Prospective applicants from other provinces and territories should request out-of-province equivalencies from the Office of the Registrar.

Instructions for Submitting the Portfolio

What is a Portfolio?

A portfolio is a collection of work that gives evidence of your creativity and commitment to pursuing a career in design. Admission to the program is competitive and is based on both academic and portfolio assessment. Your portfolio is a critical part of your admission application as it represents you in the selection process. Your portfolio of work and personal statement tell us who you are and demonstrate what you can do today.

Applicants need not have prior training in design. We do not expect technical or artistic proficiency; rather creativity, self-challenge and attention to detail.

The portfolio should reflect a sensitivity to visual form (ability to look at a subject closely and in detail), and a desire on the part of the student to develop the skills that are needed to communicate visually.

Even though you are asked to request a major when applying to the Design Foundations Certificate, we do not want nor expect to see the bulk of your work tailored to that particular major; i.e., if your first choice is photography, do not submit all photographs. On the contrary, we want to see variety in medium, techniques and subjects.

Getting Started

1. Read this document thoroughly

Familiarize yourself with the program you are applying to, learn what a portfolio is and how it will be assessed.

2. Collect your portfolio work

Follow the guidelines on pages 8–10.

3. Write a personal statement

Answer the questions and follow the guidelines on page 10.

4. Put it all together

Follow the presentation guidelines on page 11 about container, work, labels, written submissions, and required portfolio forms.

5. Complete the checklists

Use the checklists on pages 7 and 13 to ensure you have followed all the requirements.

7. Submit your portfolio

Find dates and location on page 14.



Important!

We want to see in your portfolio a variety of work in different media, techniques and subjects.



Tip

Use the steps on this page to organize yourself, but read the full document thoroughly, as there are many details to take into account when putting your portfolio together.

Portfolio Assessment Checklist

How will I be evaluated?

Your portfolio will be assessed and compared along with all of the other portfolios submitted in your intake. Your portfolio assessment will be based on the following criteria — use it as a checklist before submission. More detailed information is on the following pages.

Variety and quality of work

- Does the portfolio include 9-12 pieces as asked?
- Does the submission respect the maximum of 3 pieces per category?
- Does the submission comply with the list of “don’ts” stated in this handout?
- Has the work been done within the last two years?
- Does the work show creativity, self-challenge and attention to detail?

Presentation of submitted work:

- Is the portfolio (container) well constructed?
- Is the work presented in an organized way?
- Is the work presented cleanly and is the trimming/mounting done neatly?

Written statement:

- Does the applicant use good grammar?
- Are the ideas clear?
- Does the applicant build a solid argument?
- Is there evidence of research about design as a career and the Design Studies program at Grant MacEwan University?
- Has the work been proofread and edited for grammar and spelling mistakes?

Required Portfolio Contents

Portfolio submissions should consist of:

1. Work

9–12 (maximum) pieces of your original work, in a **variety of media and subjects**, created within the last two years.
(Consult next page for more details)

2. Written statement

3. Two Completed Forms

Portfolio Submission Form and Information and Declaration Form (at the back of this package).

4. Additional work as specified by the program

Applicable **only** for applicants applying for direct enter into diploma studies or advanced standing for individual courses. Please see page 12 for more details.



Important!

Portfolios that do not follow these guidelines will be rejected and you will be asked to re-submit.

Editing your Work

Editing is an important aspect of putting your portfolio together. Editing is a process of narrowing down your work until you have a few pieces which you feel are the strongest according to the given parameters. The selection of work appropriate to the portfolio parameters can differentiate a successful portfolio from an unsuccessful one.

1. Work

9–12 pieces of your original work

- Drawings
- Paintings
- Photographs
- Mixed media
- Three-dimensional work
- Design work

Limit the number of pieces within each category to 3 maximum.

All work must be original and created by the applicant.

Don'ts**Do not include in the portfolio:**

- ✗ Fantasy-style imagery — things that do not exist in reality, i.e., dragons, fairies, unicorns, mermaids, animé, etc.; cartoons or comic book illustrations;
- ✗ Subject matter that is not suitable for an academic environment;
- ✗ Hobbies and crafts, i.e., scrapbooking;
- ✗ All pieces using the same technique, i.e., 10 photographs;
- ✗ All pieces using the same subject, i.e., a series of drawings and paintings of the same person, still life, etc.

Work that does not follow these guidelines will be rejected and you will be asked to re-submit.

Descriptions of possible submissions**Drawings**

Use drawings to show your sensitivity to form and attention to detail. Drawings must be from direct observation (looking at an object and drawing it) in any preferred medium (pencil, conté, charcoal, ink, graphite, etc.). Suggestions for subject matter would be simple objects, figure drawings, portraits and self-portraits, still lives, room interiors, architect-

ture and nature. Try a variety of tools and techniques (line, texture, composition, light and perspective) as well as different surfaces and papers.

- ✗ Do not submit cartoons, fantasy-style imagery or computer-generated images.

Paintings

Demonstrate your artistic ability through paintings using any preferred tools, techniques and medium (gouache, acrylic, watercolours, paper, canvas, etc.). Suggestions for subject matter would be still life, landscapes, figure/portraits, or abstracts.

Photographs

Show your sense of composition and choice of subject matter through photographs. Shoot objects, figure in the landscape, architecture and nature. Concentrate on framing, angle and light to achieve images that focus on form and composition.

Mixed media

Work with a range of materials (imagery, text and texture, paper, fabrics and other elements) to construct a collage or photomontage. This collage should be treated as an art/design piece, and not just a mish-mash of elements — avoid the kind of things you would paste in a journal or scrapbook.

Three-dimensional work

Work with a range of materials to show your understanding of three-dimensional form and space. Sculpting, building, installations using wood, clay, paper, fabric, etc. Three-dimensional work must be photographed for submission. Provide enough views of the piece to give the viewer a thorough understanding of how the form looks and occupies three-dimensional space.

**Important!**

You need to show variety of work. Limit the number of pieces within each category to 3 max.

Design work

If you have already worked on design projects such as posters, brochures, CD packages, exhibits, websites, interactive work or videos, you can include 3 of these pieces in your portfolio, along with a brief written statement explaining: What was your part in the creation of the piece? What is the piece about? What is the concept or idea? Who is the audience or user?

- ✓ Videos, websites or interactive work must be submitted in print form, in addition to a CD or DVD of the original work. Submit 5-10 screen captures with the above mentioned written statement.

2. Written Statement

The written statement is an important part of your admission application. It tells us about you, your background, aspirations and goals, as well as your commitment to pursuing a career in design. Communicating well with words is as important for a designer as communicating through visuals. Spend time researching about design as a career and the Design Studies program at Grant MacEwan University. A well-written statement that has a coherent argument can be a decisive factor for the selection committee.

Submit a one- or two-page written statement answering the following questions (max. 400 words).

- ✓ Submit your statement typed and double-spaced.
- Why do you want to study design at Grant MacEwan University?
- What personal attributes and interests do you possess that make you a suitable candidate to pursue a career in design?
- What are your goals after graduation?

Portfolio Presentation Guidelines

The presentation of your work says just as much about you as the creator as the actual concepts and thought that you have invested. Your portfolio speaks on your behalf. It is saying that you care about your work and that you are organized — or does it say that you are not interested and you have better things to do with your time than worry about details?

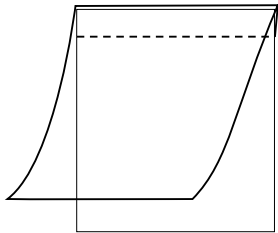


Fig. 1: Tracing paper cover



Important!

To ensure you comply with our standards, follow the portfolio presentation guidelines.

Craftsmanship and organization of the work are important. To ensure you comply with our standards, follow these rules.

Container

Portfolios may be either store-bought or hand-made, but as portfolios are handled extensively during the selection process, it is imperative that the portfolio is constructed to withstand this procedure.

- ✗ Do not use staples in constructing your portfolio.
- ✗ Do not use accordion folders.
- ✓ Maximum size 30 x 40 inches (75 x 100 cm).

Work

- ✗ Do not roll work.
- ✗ Do not wrap each piece separately. If there is a chance of transfer of medium from piece to piece, add a sheet of tracing paper taped to the back and folded over to those pieces for protection (see Fig. 1).
- ✓ Oversized, three-dimensional work must be photographed.
- ✓ Photographs must be mounted (black/white cardstock) or presented in plastic sleeves.
- ✓ Videos, websites or interactive work must be submitted in print form, in addition to a CD or DVD of the original work. Submit 5–10 screen captures along with a brief written statement explaining: What was your part in the creation of the piece? What is the piece about? What is the concept or idea? Who is the audience or user?
- ✓ Originals are preferred, but if work is too large to transport, is very fragile, or was of a temporary nature, you may present it via photographs (mounted, black/white cardstock).

Labels

Every piece submitted should have a computer-printed label with the following information:

- Your participation in it (creator, contributor, director, etc.).
- Approximate date when the piece was produced.
- Category (drawings, paintings, photographs, mixed-media, three-dimensional work, design work).
- Medium (charcoal, wood, acrylic on canvas, digital photography, etc.).

Written work

All written work must be typed and printed. Choose a font that is easy to read (Times, Arial, etc.), print in 10–12 points and double-space.

- ✓ Check for grammar and spelling mistakes.
- ✓ The written statement and the Information & Declaration Form should be placed together in a presentation folder at the front of your work.
- ✓ Put the folder at the front of your work.
- ✗ Do not include loose pages in your portfolio.

Portfolio submission forms

- ✓ The Portfolio Submission Form needs to be filled out neatly and securely taped to the outside of your portfolio in the top left corner.
- ✓ The Information & Declaration Form needs to be filled out neatly and placed loose inside the presentation folder in front of the written statement.

Admission for Applicants Seeking Direct Entry to Diploma Studies or Advanced Standing in Individual Courses

Students with substantial previous post-secondary education in art and design may be considered for direct enter into diploma studies if their experience is deemed equivalent to the Design Foundations Certificate.

Students with other previous post-secondary art or design courses may also be considered for advanced standing for individual courses in the Design Foundations Certificate upon request.

Applicants interested in either of these options should contact the program directly at (780) 497-4312.

Direct enter applicants should contact the program before the first portfolio submission date to increase the potential availability in their chosen major.

Equivalencies considered need to include all of the following for direct enter:

- design or art history
- drawing studio experience
- two dimensional design experience
- three dimensional design experience
- photography
- 3 credits of university-level English

Students with post-secondary work in visual arts or communications – Fine Art or Design disciplines – may be considered for direct enter into diploma studies or advanced standing in individual courses with the submission of a portfolio based on the directions given in this package, transcripts, notification on the outside of the portfolio of either seeking direct enter or advanced standing in individual courses, and other information and artwork as outlined by the program. Please contact the program before the initial portfolio submission date for further information on what to submit.

If an applicant's portfolio is not accepted for direct enter, it will be considered for

entrance into the Design Foundations Certificate and the applicant may receive advanced standing for individual courses in Foundations.

Advanced standing will not be considered past the start of the intake term, so please contact the program prior to one of the portfolio submission dates to find out what you need to add to your portfolio in order to be considered for either direct enter or for advanced standing in individual courses.



Important!

Contact the program before the initial portfolio submission date for further information on what to submit.

Portfolio Submission Checklist

To assist in ensuring that you complete all the necessary requirements for portfolio submission, please review the list below and check off the items as you complete them.

- Written statement**
- 9–12 pieces of work**
- Portfolio Submission Form** taped securely to the outside of your portfolio in the top left corner
- Presentation folder containing the **Information & Declaration Form** placed loose in front of the written statement
- Additional items as specified by the program **only** if you are applying for direct enter into diploma studies or advanced standing in individual course, copies of your post-secondary transcripts, and notification on outside of portfolio

Portfolios will not be accepted without the Portfolio Submission Form completed and taped to the outside of your portfolio and the Information & Declaration Form placed inside the presentation folder!

Portfolio Submission Dates and Location

Please note that there are two dates listed below for DFC portfolio submissions. As an applicant, you are eligible to submit your portfolio on either of these two dates.

We recommend submitting your portfolio on the earlier date since you will have the opportunity to re-submit your portfolio on any future submission dates if it is not accepted in the initial review.

An evaluation form will be placed in your portfolio with an indication of a recommended acceptance or required portfolio revision. If your portfolio is accepted, you will receive information about registration in your portfolio as well.

It is your responsibility to submit and pick up your portfolio during the days and times specified by the program.

If you will be unavailable during these times, please arrange for a family member or friend to drop off or pick up your portfolio for you. It is important that you pick up your portfolio as there will be important information placed in it after the assessment.

You may not contact the program to discuss the review or to request guidance regarding revisions to your portfolio.

Location

Portfolio submission takes place at the Centre for Arts & Communications at 10045 - 156 Street, Edmonton, Alberta. Signage will direct you to the correct room.

If you need to mail in your portfolio, send it to:

Dianne Nicholls,
c/o the Information Centre
10045 - 156 Street
Centre for the Arts and Communications
Grant MacEwan University
Edmonton, Alberta T5P 2P7

Please ensure that your portfolio will arrive prior to or on the exact submission date. No portfolios will be accepted after that date.

For out-of-province applicants only, we are willing to mail back portfolios C.O.D. You must indicate this to us by checking off the appropriate box on the portfolio submission form.

Every precaution will be taken by MacEwan to ensure that the portfolios are handled carefully; however, MacEwan does not accept responsibility for loss or damage to portfolios submitted.

MacEwan is not responsible for portfolios not picked up by the dates stated on this page.

Dates

Drop-off

Thursday, February 16, 2012
Thursday, June 7, 2012

Pick-up

Thursday, March 1, 2012 12:00 pm - 6:00 pm
Thursday, June 21, 2012 12:00 pm - 6:00 pm

Additional portfolio submission dates may be announced after June 21. Please check the Design Studies website for more information:
www.macewan.ca/designstudies



Important!

Portfolios will not be assessed unless an application to Design Foundations has been received by MacEwan.

See page 2

Portfolio Submission Form

Cut on the dashed line, fill out the information in full, and attach this clipping securely to the outside of your portfolio in the top left corner. Please ensure that the clipping will not fall off in the transporting of the portfolio from location to location.

Ensure that you also complete the following page and put it loose in the presentation folder in front of the written statement. Please be aware that you have to rank the majors in order of preference – do not just check one off.

We will not review your portfolio if these two forms are not included or if they are filled out incompletely or illegibly.

NEITHER OF THESE FORMS IS AN APPLICATION FORM!

Please apply online at www.applyalberta.ca or in person at one of our Information Centres at least one week before you submit your portfolio.



Portfolio Submission Form

Please complete all portions of the form below and tape it securely to the outside top left corner of your portfolio.

Last Name _____ First Name _____

MacEwan ID# _____

Mailing Address _____

Postal Code _____

Phone Number _____

Email _____

Please return my portfolio by mail C.O.D. (*only if resident outside of Alberta*)

Choice of major (*please number the majors in order of preference, 1 being your first choice*):

Illustration

Digital Media

Photography

PLACE THIS Information & Declaration Form LOOSE IN THE PRESENTATION FOLDER IN FRONT OF THE WRITTEN STATEMENT

Please leave this area blank

Reject Accepted for: _____

Resubmit Wait Listed for: _____ Rank: _____

Direct Enter to: _____ Advanced Standing: _____

Comments: _____

Contacted _____

Important - Please fill out this section in full.

Last Name _____ First Name _____

MacEwan ID# _____

Mailing Address (incl. postal code) _____

*Phone Number or Email (where you can be reached quickly and consistently) _____

(Most important as we may need to contact you quickly with questions regarding your portfolio)

Declaration of Major: Using the numbers 1 to 3
(1 being your first choice), indicate
in the boxes the order of your
preference of major that you
would like to take upon
completion of Design
Foundations (or equivalent).

<input type="checkbox"/>	Design & Illustration
<input type="checkbox"/>	Design & Digital Media
<input type="checkbox"/>	Design & Photography

The above information is, to the best of my knowledge, correct and true.

Signature _____ Date _____

Protection of Privacy - The personal information requested on this form is collected and protected under the authority of Part 2 of the Alberta Freedom of Information and Protection of Privacy Act. It will be used to contact you should we require further information regarding your application or portfolio submission. Direct questions expressly related to the collection and use of this information to Dianne Nicholls, Instructional Assistant, Design Studies Program, Grant MacEwan University, #409, 10045 - 156 Street. Avenue, Edmonton, AB, T5P 2P7, telephone 780.497.4312.