# Evaluation of Transfer Coursework
### For **prospective students** who have completed <u>unarticulated</u> courses

The following guidelines are for evaluation of coursework to fulfill College of Environmental Design (CED) admission requirements.  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 **by <u>January 15</u>**.

**REVIEW THE FOLLOWING CAREFULLY <u>BEFORE</u> SUBMITTING YOUR COURSEWORK FOR EVALUATION:**

1. Your transfer evaluation request must include the following: a) this checklist, b) the "Evaluation of Transfer Coursework: Course List" (attached), c) all course documentation including descriptions and syllabi, and d) any required supplemental materials (eg: work samples).  If you are able, please submit all materials <u>electronically</u> to Nancy Trinh (nantrinh@berkeley.edu).
2. Review the requirements needed for admission found on the CED Prospective Student website and compare the courses you took to each requirement.  Fill out the "Evaluation of Transfer Coursework: Course List" (attached) based on how you think your coursework fulfills the CED requirements. http://www.ced.berkeley.edu/advising/prospectivestudents/transferapplicants
3. Organize the course descriptions and syllabi by course in the order listed on the "Evaluation of Transfer Coursework: Course List" form. Courses cannot be evaluated without descriptions/syllabi.
4. Contact Curtis Morisaki (c.morisaki@berkeley.edu) in the UC Berkeley Office of Undergraduate Admissions for an evaluation of transferability for units. Note: the course must transfer for units to be used to satisfy a requirement.
5. Course evaluations take approximately 2-4 weeks to process.  You will be notified of the decisions by email.

## All Admissions Course Requirements

☐ I have filled out the "Evaluation of Transfer Coursework: Course List" and have included ALL courses I am submitting for evaluation on this general form.

☐ As required, I have submitted unofficial transcripts to Curtis Morisaki (c.morisaki@berkeley.edu) in the Office of Undergraduate Admissions to determine the transferability of the units from the institution(s) attended.

☐ I understand that all evaluation decisions are <u>unofficial</u> 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 3 semester units.

☐ I have a back-up plan to complete the admissions requirements in case my courses are not approved.

## Reading and Composition

☐ I have been in contact with Nancy Trinh (nantrinh@berkeley.edu) to see if my courses have been previously evaluated.

## 7-Course Breadth Requirement

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

☐ I understand that while a course may fit into more than one breadth category, it will only fulfill one requirement (eg: Art History may fulfill either Arts and Literature or Historical Studies, but not both).

## ENV DES 1, ARCH 11A, ARCH 11B, LD ARCH 1, LD ARCH 12

☐ I have read the instructions on the reverse of this page and have submitted my course syllabi and work samples as directed.

## Additional Non-CED Lower Division Major Requirements

☐ I have included all Lower Division Major Requirements I wish to have evaluated on the Course List. Please see the Major handbook (http://www.ced.berkeley.edu/advising/forms) for more information about these requirements, and when they can overlap with breadth.
Lower Division Major Requirements include:
- **Architecture**: Calculus, Physics
- **Landscape Architecture**: Physical Science, Biological Science
- **Urban Studies**: Economics, Statistics, Calculus
- **Sustainable Environmental Design**: Calculus, Physics, Economics, and Statistics

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**EVALUATION PROCEDURE 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/transferapplicants

To have your unarticulated coursework considered towards satisfaction of the ENV DES 1, ARCH/ENV DES 11A, ARCH/ENV DES 11B, LD ARCH 1 or LD ARCH 12 requirements, submit <u>electronic</u> syllabi and PDF of work samples by email to Nancy Trinh at nantrinh@berkeley.edu as directed below.

<u>Environmental Design 1</u>: **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.**

<u>Architecture/Environmental Design 11A:</u> **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 <u>SINGLE</u> 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* EnvDes11A" (Example "Jon Doe EnvDes11A.pdf").

<u>Architecture/Environmental Design 11B:</u> **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 <u>SINGLE</u> 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* EnvDes11B" (Example "Jane Doe EnvDes11B.pdf").

<u>Landscape Architecture 1:</u> **Drawing a Green Future: Fundamentals of Visual Representation and Creativity (4 units)**
*Course description:* This introductory studio course is open to all undergraduate students in the University, who want to investigate the process of drawing as a method to learn how to perceive, observe and represent the environment. This studio will encourage visual thinking as a formative tool for problem solving that provides a means to envision a sustainable future. The focus will be on the critical coordination between hand, mind and idea.
**SUBMIT SYLLABI AND <u>SINGLE</u> 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* LD ARCH 1" (Example "Jon Doe LD ARCH 1.pdf").

<u>Landscape Architecture 12:</u> **Environmental Science for Sustainable Development (4 units)**
*Course description:* The scientific basis of sustainability, explored through study of energy, water, food, natural resources, and built environment. Physical/ecological processes and systems, and human impacts from the global scale to local energy/resource use. Energy and water audits, opportunities to increase sustainability of processes/practices. Discussion/lab section involves field data collection/analysis (e.g., habitat characteristics and macroinvertebrate communities in local streams, measurement of atmospheric particulate matter concentrations, measurement of water savings from updated irrigation technologies) and a final, integrative sustainability assessment project.
**SUBMIT SYLLABI** from course(s) you have taken that you believe are equivalent to the above course. **NO WORK SAMPLES.**

<u>Important</u>:

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- Do not send multiple PDF's for each course. You must combine all images into a single PDF for ARCH/ENV DES 11A and a second PDF for ARCH/ENV DES 11B. Save the PDF using your name and the course the evaluation is for (ex: Jane Doe ARCH 11A).  All PDF's must be smaller than 90MB.
- If you have completed one or more of the Environmental Design requirements with articulated courses at UC Berkeley or at a California Community College, do <u>not</u> send materials for these courses, as they are already approved.
- Depending on the time of year, these materials can take a month or more to be evaluated by the faculty, and approvals are rare.  Be prepared with a secondary plan if your coursework is not approved as equivalent to ENV DES 1, ARCH/ENV DES 11A, and/or ARCH/ENV DES 11B.

If you are approved, please <u>note evaluation results in My Berkeley Application</u> in January so your exception is not overlooked in the application review process.


**QUESTIONS? Contact your major adviser!**
**Architecture**: Rhommel Canare <u>rhommel.canare@berkeley.edu</u>
**Landscape Architecture**: Omar Ramirez <u>oramirez@berkeley.edu</u>
**Urban Studies**: Omar Ramirez <u>oramirez@berkeley.edu</u>
**Sustainable Environmental Design**: Nancy Trinh <u>nantrinh@berkeley.edu</u>

# Evaluation of Transfer Coursework: Course List
## *For Prospective Students and New Admits*

➢ Use this form to request evaluation of non-articulated courses (Courses taken at any 4 year school or at a community college outside of California)

Name _____ Intended Major _____

Email _____ Phone _____ Date _____

Applying for admission (or admitted) for Fall of _____

School(s) attended: _____

Term/Year(s) attended: _____

Have you verified with the UCB Office of Admissions that all courses listed below are transferable?   ❏ Yes      ❏ No
*Please attach evaluation decision from Admissions.*

Note: If you enter two (or more) courses into one line, they will be reviewed together for a single requirement.  If you wish to have two courses evaluated separately for the same requirement, use the additional space section at the end. Please also refer to your Major Handbook, which can be found here:
http://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents/

## CED COLLEGE REQUIREMENTS
### ALL MAJORS

| Requirement to be fulfilled | Course Number(s) and Title(s) | Institution | Term/ Year | Units | Final Grade | STAFF ONLY Pre-Approval (unofficial) |
|---|---|---|---|---|---|---|
| **EXAMPLE** | English 101: Basic Composition; English 102: Long essays | Maui CC; Maui CC | FL 16; SP 17 | 3; 3 | | ❏ Yes ❏ No |
| **R&C A** *See R&C Questionnaire* | | | | | | ❏ Yes ❏ No |
| **R&C B** *See R&C Questionnaire* | | | | | | ❏ Yes ❏ No |
| **Arts & Literature** | | | | | | ❏ Yes ❏ No |
| **Biological Science** | | | | | | ❏ Yes ❏ No |
| **Historical Studies** | | | | | | ❏ Yes ❏ No |
| **International Studies** | | | | | | ❏ Yes ❏ No |
| **Philosophy & Values** | | | | | | ❏ Yes ❏ No |
| **Physical Science** | | | | | | ❏ Yes ❏ No |
| **Social & Behavioral Studies** | | | | | | ❏ Yes ❏ No |
| **Env Des 1** | | | | | | ❏ Yes ❏ No |

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## LOWER DIVISION MAJOR REQUIREMENTS

### ARCHITECTURE

| Requirement to be fulfilled | Course Number(s) and Title(s) | Institution | Term/ Year | Units | Final Grade | STAFF ONLY Pre-Approval (unofficial) |
|---|---|---|---|---|---|---|
| **ARCH 11A** | | | | | | ❏ Yes ❏ No |
| **ARCH 11B** | | | | | | ❏ Yes ❏ No |
| **Math 16A or 1A** | | | | | | ❏ Yes ❏ No |
| **Physics 8A or 7A** | | | | | | ❏ Yes ❏ No |

### LANDSCAPE ARCHITECTURE

| | | | | | | |
|---|---|---|---|---|---|---|
| **LD ARCH 1** | | | | | | ❏ Yes ❏ No |
| **ARCH 11A** | | | | | | ❏ Yes ❏ No |
| **ARCH 11B** | | | | | | ❏ Yes ❏ No |
| **Physical Science** *(See list in Major Handbook)* | | | | | | ❏ Yes ❏ No |
| **Biological Science** *(See list in Major Handbook)* | | | | | | ❏ Yes ❏ No |

*Prospective transfer students must take either LD ARCH 1 or ARCH 11A (ARCH 11B highly recommended with 11A.*

### URBAN STUDIES

| | | | | | | |
|---|---|---|---|---|---|---|
| **Economics 1, 2, or C3** | | | | | | ❏ Yes ❏ No |
| **Statistics 2** *(or higher)* | | | | | | ❏ Yes ❏ No |
| **Math 16A or 1A** | | | | | | ❏ Yes ❏ No |
| **Lower Div Major Req #1 from list**\* | | | | | | ❏ Yes ❏ No |
| **Lower Div Major Req #2 from list**\* | | | | | | ❏ Yes ❏ No |

*\* Arch 11A, Arch 11B, LD ARCH 1, LD ARCH 12*

### SUSTAINABLE ENVIRONMENTAL DESIGN

| | | | | | | |
|---|---|---|---|---|---|---|
| **LD ARCH 12** | | | | | | ❏ Yes ❏ No |
| **Math 16A or 1A** | | | | | | ❏ Yes ❏ No |
| **Statistics 2** *(or higher)* | | | | | | ❏ Yes ❏ No |
| **Physics 8A or 7A** | | | | | | ❏ Yes ❏ No |
| **Economics 1, 2, or C3** | | | | | | ❏ Yes ❏ No |

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**ADDITIONAL SPACE (if needed)**

| Requirement to be fulfilled | Course Number and Title | Institution | Term/ Year | Units | Final Grade | STAFF ONLY Pre-Approval *(unofficial)* |
|---|---|---|---|---|---|---|
| | | | | | | ❐ Yes ❐ No |
| | | | | | | ❐ Yes ❐ No |
| | | | | | | ❐ Yes ❐ No |
| | | | | | | ❐ Yes ❐ No |
| | | | | | | ❐ Yes ❐ No |
| | | | | | | ❐ Yes ❐ No |
| | | | | | | ❐ Yes ❐ No |
| | | | | | | ❐ Yes ❐ No |
| | | | | | | ❐ Yes ❐ No |
| | | | | | | ❐ Yes ❐ No |

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