

## Evaluation of Transfer Coursework

For **prospective students** who have completed unarticulated courses

**Unarticulated courses:** If you completed courses outside a California Community College and would like to have them evaluated for a College of Environmental Design (CED) major or college requirement submit this form. Please carefully read instructions. If you completed courses at a California Community College, please use [Assist.org](https://assist.org). Articulated courses do not require evaluation using this form.

### REVIEW THE FOLLOWING INFORMATION CAREFULLY BEFORE SUBMITTING YOUR ONLINE FORM.

Submission of the online form indicates that you have read and understand the following information

#### Step 1: Review the relevant information

1. The "Evaluation of Transfer Coursework" process is for an evaluation of coursework to fulfill College of Environmental Design (CED) admission requirements for courses outside a California Community College. If you are inquiring only about the transferability of units, please refer to the UCB Office of Undergraduate Admissions.
2. **Deadline:** If you are applying for admission in the current cycle, your request and documentation must be submitted **by January 15**.
3. Contact Curtis Morisaki (c.morisaki@berkeley.edu) in the UC Berkeley Office of Undergraduate Admissions for an evaluation of unit transferability. Note: the course must transfer for units to be used to satisfy a requirement.
4. Only requests with course description and syllabus will be reviewed.
5. Your transfer evaluation request must include all relevant documents.
6. 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.
7. Course Evaluations take approximately 4 weeks to process. You will be notified of the decisions by email, if you submit by January 15th.
8. 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 11A, and/or ARCH 11B.
9. If you are approved, please note evaluation results in My Berkeley Application in January so your exception is not overlooked in the application review process.

#### Step 2: Gather and Organize Syllabus (or other relevant document)

1. Organize the course descriptions and syllabi by requirement in the order listed on the "Evaluation of Transfer Coursework: Course List" form.
2. Create a pdf file(s) with syllabi and/or other relevant documents.
  - a. Your evaluation request should be one pdf file unless your request includes an evaluation for design courses (ARCH 11A, ARCH 11B, ENVDES 1, and/or LDARCH 1). Save the PDF file of your request as: "*your name*\_ Evaluation of Transfer Coursework" (Example "Jon Doe\_ Evaluation of Transfer Coursework.pdf").
  - b. If your request includes an evaluation for design courses (ARCH 11A, ARCH 11B, ENVDES 1, and/or LDARCH 1), there should be a separate document with syllabi and work samples for each CED design course. Save the PDF file of your work as: "*your name*\_ARCH11A" (Example "Jon Doe\_ARCH11A.pdf").

#### Step 3: Submit Online Form

1. Submit your completed form and syllabi (work samples as applicable), via <https://tinyurl.com/CED-Course-Eval>
2. Before completing the online form ensure you have all the information you needed to complete the form. Including;
  - a. The "Evaluation of Transfer Coursework: Checklist (attached),
  - b. The "Evaluation of Transfer Coursework: Course List" (attached),
  - c. All course documentation including descriptions and syllabi,
  - d. If applicable any required supplemental materials (e.g. work samples).
3. Plan to spend 5-20 minutes filling out form.
4. Be aware that you are **NOT** able to save and return to the online form.

### Evaluation of Transfer Coursework: Checklist

#### 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](mailto: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 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 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 completed reading and composition courses out of state and have checked the [UC Berkeley Transfer Course Database](#) to see if the courses I have taken have already been approved.

#### 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 all the instructions Evaluation of Transfer Coursework 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 on the [CED Forms and Documents](#) website 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, two Lower Division Major Electives
- **Sustainable Environmental Design (SED):** Calculus, Physics, Economics, and Statistics

Note: SED majors do not have access to Architecture studio courses (ARCH 11A, 11B, 100A-D, 102A-B). Architecture studio courses are reserved for Architecture majors only.

## 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](#).

To have your unarticulated coursework considered towards satisfaction of the ENV DES 1, ARCH 11A, ARCH 11B, or LD ARCH 1 requirements, submit syllabi and work samples with your completed evaluation form.

### **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.**

### **Architecture 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* ARCH11A" (Example "Jon Doe ARCH11A.pdf").

Work Samples must include:

1. 2-D spatial composition/theory (figure/ground, transparency, etc.).
2. Color theory (not simply drawings in color).
3. Spatial/analytical composition studies (drawings and models).
4. Evidence of reading/comprehension related to spatial composition, and/or architectural theories.
5. Analytical orthographic and projection drawing studies (no computer).

### **Architecture 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* ARCH11B" (Example "Jane Doe ARCH11B.pdf").

### **Landscape Architecture 1: 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 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* LD ARCH 1" (Example "Jon Doe LD ARCH 1.pdf").

### **Landscape Architecture 12: 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.**

## Evaluation of Transfer Coursework: Course List For Prospective Students

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 CED Major \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Applying for admission (or admitted) 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/>

For courses to be evaluated, course syllabi must be submitted along with this form. In addition to course syllabi, work samples are required for courses to be evaluated for ARCH 11A, ARCH 11B and LDARCH 1.

### 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)
<b>EXAMPLE</b>	English 101: Basic Composition; English 102: Long essays	Maui CC; Maui CC	FL 19; SP 19	3; 3	B; A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>R&amp;C A</b> <i>See R&amp;C Questionnaire</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>R&amp;C B</b> <i>See R&amp;C Questionnaire</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Arts &amp; Literature</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Biological Science</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Historical Studies</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>International Studies</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Philosophy &amp; Values</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Physical Science</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Social &amp; Behavioral Studies</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Env Des 1</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No

## LOWER DIVISION MAJOR REQUIREMENTS

### ARCHITECTURE

In addition to course syllabi, work samples are required for courses to be evaluated for ARCH 11A & ARCH 11B

Requirement to be fulfilled	Course Number(s) and Title(s)	Institution	Term/Year	Units	Final Grade	STAFF ONLY Pre-Approval (unofficial)
<b>ARCH 11A</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>ARCH 11B</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Math 16A or 1A</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Physics 8A or 7A</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No

### LANDSCAPE ARCHITECTURE

In addition to course syllabi, work samples are required for courses to be evaluated for LDARCH 1

<b>LD ARCH 1</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>ARCH 11A</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>ARCH 11B</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Physical Science</b> <i>(See list in Major Handbook)</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Biological Science</b> <i>(See list in Major Handbook)</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No

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

### URBAN STUDIES

<b>Economics 1, 2, or C3</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Statistics 2</b> <i>(or higher)</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Lower Div Major Req #1 from list*</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Lower Div Major Req #2 from list*</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No

*\* see [Urban Studies major handbook](#)*

### SUSTAINABLE ENVIRONMENTAL DESIGN

<b>LD ARCH 12</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Math 16A or 1A</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Statistics 2</b> <i>(or higher)</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Physics 8A or 7A</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Economics 1, 2, or C3</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No

**ADDITIONAL SPACE (if needed)**

Requirement to be fulfilled	Course Number and Title	Institution	Term/Year	Units	Final Grade	STAFF ONLY Pre-Approval (unofficial)
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

**QUESTIONS? Contact your major advisor!**

**Architecture:** cedadvising@berkeley.edu

**Landscape Architecture:** Kristian Dawson (kristian.dawson@berkeley.edu)

**Urban Studies:** Kristian Dawson (kristian.dawson@berkeley.edu)

**Sustainable Environmental Design:** Heather Grothjan (Heather.grothjan@berkeley.edu)