
Department of Art and Design, Cal Poly, San Luis Obispo

PORTFOLIO SUBMISSION CHECKLIST FOR MAJOR CHANGES ONLY

IMPORTANT – Portfolios must be submitted by 3 p.m. on Monday, November 30, 2009 to the Art and Design Department Office, 34-169.

(The first day we will accept portfolios will be Tuesday, November 24, 2009)

- PORTFOLIO CASE: The following illustration is a recommended portfolio case. Please avoid paper cases, as they tear and do not fasten.



Portfolio cases may be purchased at most large camera or art stores, or from the following sources. (Delivery time may vary so check with your selected vendor):

- San Luis Art Supply: <http://www.sanluisartsupply.com/> (805) 787-0348 in San Luis Obispo
- Aaron Brothers: <http://www.aaronbrothers.com/> or (805)781-0400 in San Luis Obispo
- Michaels: <http://www.michaels.com/art/online/home> or (805)544-0264 in San Luis Obispo
- www.portfolios-and-art-cases.com

- PORTFOLIO SUBMISSION CHECKLIST (this form; please make a copy for your records)
- PORTFOLIO REVIEW FORM
- ONE-PAGE STATEMENT (Graphic Design and Photo Concentrations)
- MAJOR CHANGE REQUEST form signed by your **current** department head/chair. **(We will NOT be considering Second Major applicants.)** Obtain the form from the Records Office, Administration Building 1, Room 222. List your new major as ART and **write next to it your intended concentration** (concentration in Studio Art, Graphic Design, or Photography)
- CURRENT TRANSCRIPTS – can be accessed through your Cal Poly Portal (They do NOT need to be official sealed transcripts.) You must have completed at least one quarter at Cal Poly to apply for a major change.
- PORTFOLIO CONTENT SHEET (just for Studio Arts concentration)
- NAME AND CONCENTRATION IDENTIFICATION: Applicant's name and concentration (G for Graphic Design, P for Photography, or S for Studio Art) must be on the outside of the portfolio case.
- SUBMIT TO: Department of Art & Design, Dexter Building (34), Room 169

I understand that my portfolio will not be reviewed if all required materials are not submitted by the deadline.

Printed Name: _____ Signature: _____ Date: _____