

CDes Transfer Coursework Review Instructions

PURPOSE OF THE REVIEW:

The purpose of this coursework review is to determine if any transfer studio (or lecture) coursework you completed at another institution can be accepted in lieu of course requirements in your new CDes major. **Do NOT submit work for U of M general/liberal education requirements.** Faculty will consider content and quality when evaluating your coursework for transfer into your major. Please be aware that faculty are extremely selective when evaluating student coursework for transfer into our majors. This is because they want you to have learned and be prepared to learn what we teach in our program.

SUBMISSION GUIDELINES:

Submit your work ASAP after admission

- Immediately upon receipt of your admissions letter you are expected to contact me to discuss the process for faculty evaluation of your transfer work.
- The longer you wait to notify me the longer it will take for you to find out the evaluation results. If you submit your work too late there is a chance your work may not be evaluated by the time classes start in the upcoming term.

Gather and prepare your portfolio work.

- Locate or create electronic PDF, JPEG, or TIFF images of the coursework you produced in each course as well as the full syllabus for each course (note: please do not submit process drawings).

Organize your portfolio work.

- Zip up the coursework and syllabus for each course in an electronic course folder clearly labeled with the course number and title of the course. Example: DSGN XXXX: Introduction to Design.
- Zip up all course folders (in numerical order by course number) into a general work folder. Label the work folder with your name, U of M ID#, and major
- Also put an electronic image of your transcript(s) in your general work folder.
- It is extremely important you organize your work as required or it will not be reviewed by faculty.

Upload your portfolio work.

- Have your zipped general work folder ready (containing individual course folders) for uploading. If your general work folder is larger than approximately 300 MB you'll need to divide it into 2-3 separate work folders. Otherwise it will take forever to upload and you risk it crashing.
- Next, you **need to contact me for the Netfiles upload URL**. After I email that to you, click on it and go into Netfiles. Click the Upload button in the upper right area of the screen. If you are uploading more than one general work folder (due to size) first click the Add File button to add enough rows for each work folder.
- Click Browse, and find and choose your zipped general work folder(s). Click the Start Upload button at bottom of screen.
- Your file(s) will begin uploading and you will see a progress bar. It is done uploading when the progress bar is finished. If your upload is progressing, don't cancel it or you'll need to start the download process over.
- Your work may upload in a few minutes or take a number of hours, depending on the size of your zipped general work folder(s) and the speed of your data connection. For the fastest and bug-free upload we suggest you use a Broadband connection.
- When the upload process is complete you will no longer see your file (nor any other students') because student files go into a secure location/folder on our end.
- Email me when you have successfully uploaded your work or I will not know it's there!

What happens after you upload your portfolio work?

- After you have uploaded your work, we will download (and unzip) your general work folder to our server and then notify faculty that your work is ready to review.
- It may take a number of weeks for the faculty to review your work. Please note that for the most part, faculty do not work in the summer.
- I will email you the results of the faculty evaluation of your work once that is finished (and I will also copy your adviser).
- Any credits that transfer into your major as a result of the faculty evaluation of your work will be programmed into your APAS report.

For questions & to get the Netfiles URL contact Lori Swenson at 612-624-6250 or LGILBERT@umn.edu