INFORMATION FOR THE APPLYING TO THE UPPER DIVISION PHOTOGRAPHY PROGRAM AT CSU SACRAMENTO

In September 2012, the Photography program at CSU Sacramento was approved for impaction status. This means that students are now required to apply for admittance to the upper division course sequence in the Photography program. This application process takes place in the spring semester of each year. The students who are admitted will spend the next four semesters taking a set sequence of upper division photography courses to complete their degrees. If you are a transfer student, acceptance into the program is dependent also on acceptance into CSU Sacramento.

Getting Portfolios to the Design Department:

We ask that students within Yolo and Sacramento counties please drop off and pick up their portfolios at the Design Office, 5001 Mariposa, 5th floor on CSU Sacramento Campus.

Please go to the below link for a map of the campus: http://www.csus.edu/campusmap/

If distance is an issue, you may mail your portfolio to the University at the following address:

Department Of Design
CSU, Sacramento
6000 J Street
Sacramento, CA95819-6137
Attn: photo

- Please note the deadlines below as the portfolio must ARRIVE at the Design office before the deadline. Be aware that there is always a delay between when a package arrives at the university and when it is delivered to the department. The Design Department is not responsible for delayed mail, and will not review any portfolios that arrive after the due date.
- Portfolios should be sent in a large, padded envelope. Students sending their portfolios through the mail must provide a return SASE envelop, or work will not be returned. The Design Department is not responsible for any damage to the portfolio that occurs in the mail. Portfolios that are sent by mail but do not have proper packaging or postage for return will be held in the Design office through the Portfolio Pickup Period. After this, we are not responsible for the portfolio. Unclaimed portfolios will be discarded.
In submitting items, only submit those items requested. Incomplete portfolios will not be considered. Extraneous items to the portfolio requirements will not be considered and should not be included. Items improperly presented will not be considered. Submission guidelines for materials are clear. Be sure to follow them.

**Deadlines for Portfolio Review:**

- **Wednesday April 22nd:** Individuals mailing their work should postmark their entry no later than this date. Portfolios that do not arrive by **Friday, May 1st** will not be considered for this round of review. No exceptions.

- **Monday April 27th, 9 am to Friday May 1st, 4:59pm:** Portfolios may be dropped off at the Design Main Office, Mariposa 5001, CSU Sacramento Campus. Any entries arriving at 5pm or later will not be accepted for this round of review. No exceptions.

- **Friday May 8th:** Students will be notified concerning acceptance, wait listing, or rejection by email. Students who are accepted will need to confirm their acceptance by **Friday, May 15th**.

- **Friday May 8th to Friday May 15th:** Portfolios may be picked up from Mariposa 5001. We are not responsible for portfolios after this date. Unclaimed portfolios will be discarded.

**Application Requirements for Admission into Upper Division Photography Courses:**

The following list of courses or their equivalents must be taken prior to or during the semester of the application and portfolio review:

- PHOT 11 – Digital Imaging
- PHOT 40 – Basic Techniques of Photography

Additional supplementary criteria are as follows:

- Applicants must meet the CSU admission requirements applicable to their class level (e.g., lower division or upper division transfer).
- A formal supplemental application for the upper division program is required.
- The program will admit students to the fall semester only (no spring admission cycle).
• Applicants must complete the two prerequisite courses noted above with a minimum grade of “C” in each course.
• Applicants must have a minimum cumulative GPA of 2.75 on the most recent 30 graded semester units including any prerequisites taken prior to the last 30 units.
• Applicants must submit a portfolio for a faculty-juried review. The portfolio must contain the following samples of work:

  o 4 Silver Gelatin Prints w/Negatives
    ▪ Prints should demonstrate student’s ability to handle both technical and aesthetic concerns.
    ▪ Printed images should measure approximately 8x10 inches.
    ▪ Printed images may be on RC or Fiber-based Paper.
    ▪ Prints should be mounted to 11x14” 4ply smooth white matboard
    ▪ Label the backs of the matted prints with your name.

  o 2 Contact Sheets (8x10) and Corresponding Negatives
    ▪ Contact sheets printed on 8x10 RC paper from 35mm, 36 exp. film.
    ▪ Contact sheets should be exposed properly for the acetate base of the film to turn black.
    ▪ Include the corresponding film in proper acetate negative sleeves for evaluation.
    ▪ Label the back of each contact sheet with your name and number them #1-2. Label the top of each negative sleeve with your name and the corresponding number of the contact sheet to which it refers and please identify the negatives you printed for the required 4 silver gelatin prints.

  o 4 Digital Prints, Color
    ▪ Prints should demonstrate student’s ability to handle both technical and aesthetic concerns.
    ▪ Printed images may be inkjet prints on high quality inkjet paper or digital chromogenic prints on RC paper.
    ▪ Printed images should be on either 8x10 or 8x12 and have at least a ½” boarder of white around the image.
    ▪ Label the back of the prints with your name.
APPLICATION FORM:
PHOTOGRAPHY PROGRAM, CSU SACRAMENTO
THIS MUST BE INCLUDED WITH YOUR APPLICATION

NAME:

EMAIL:
(use an address you check frequently)

TELEPHONE/CELL (with area code):

MAILING ADDRESS:

STREET

APT#

CITY

STATE

ZIP CODE

CHECKLIST:
Please follow specific requirements found on application:

• This completed application form printed out

• 4 Silver Gelatin Prints w/Negatives

• 2 Contact Sheets & Corresponding Negatives

• 4 Digital Prints, Color

• If needed, appropriate return shipping packaging with SASE