

## ASU DEPARTMENT OF ART TRANSFER EVALUATION FOR COURSE EQUIVALENT (T.E.F.C.E.)

### INSTRUCTIONS FOR TRANSFER EVALUATION FOR COURSE EQUIVALENT (T.E.F.C.E.)

Applying to the TEFCE is easy, but you must provide all of the specific materials requested and adhere to application deadlines and guidelines. The TEFCE committee determines whether or not studio art courses taken at another institution, or non-art major studio courses taken at ASU, will count for degree requirements at Appalachian State University. The course criteria, quality of the portfolio, college credits earned, and numbers of works presented will determine if TEFCE is granted. The student would then complete the remaining course work and other departmental requirements in order to receive a degree from Appalachian State University. You may only submit to the Transfer Evaluation for Course Equivalent (TEFCE) committee once for each course.

**Art History** courses you want to receive credit for are not reviewed through the TEFCE. To apply for Art History credit, **DO NOT USE THIS FORM.** Instead bring the following to the Art Dept. office in room 232 of Herbert Wey Hall:

1. A completed Petition for Undergraduate Transfer Credit form, which can be found at: [http://www.registrar.appstate.edu/transfer/Petition\\_for\\_Transfer\\_Credit.pdf](http://www.registrar.appstate.edu/transfer/Petition_for_Transfer_Credit.pdf)
2. A course description. This may be copied from the college catalog or college website.
3. A printout of your transfer coursework from AppalNET / Banner Self-Service. This is available by selecting the Student Records link under the Student tab in AppalNET / Banner Self-Service.

### PORTFOLIO:

The **Course Equivalents for Transfer Evaluation** document will list the intro studio courses that may be submitted to the TEFCE committee. It will also provide you with the ASU course equivalency. For each course that may be transferred, specific information is provided to give a greater understanding of what needs to be submitted in your portfolio and how your work will be evaluated. Requirements vary from course to course. **It is important that you refer to the Course Equivalents for Transfer Evaluation document for each specific course you wish to transfer.**

### DOCUMENTING YOUR WORK:

Digital cameras and image editing software have made photographing your artwork and editing the images much easier. Images must be prepared/edited before uploading into our web-based portfolio submission system or for DVD/paper application submissions. If you are unfamiliar with how to photograph your artwork for an art portfolio, here are some helpful hints (these are suggestions, not requirements):

- Use Google on the Internet to search for directions on how to document your artwork and create an art portfolio.
- Search the Web for instructions on how to photograph your artwork using the correct angles, backgrounds, and equipment, and also on how to digitally edit your images using software such as iPhoto or Photoshop.
- Consult with your past or current art instructors or artists in your community.
- Consult the local Yellow Pages and hire a professional commercial photographer who advertises portfolio services.

### ALL WORK MUST BE SUBMITTED DIGITALLY. THERE ARE TWO OPTIONS FOR SUBMITTING:

#### **A. ONLINE TRANSFER REVIEW SUBMISSION GUIDELINES:**

Our web-based portfolio submission option offers a user-friendly and secure application process that will allow students to easily manage their portfolio submission. The software offers a comprehensive help section to assist in every step of the online application process. The system will ensure that each part of the process is complete before submission is allowed.

We encourage each applicant to take a tour of the online system by going to <http://appstate.slideroom.com/> and clicking on "Watch Video Tutorial." Once you have reviewed the tutorial you may set up your personal login information and begin the application process.

#### **Four easy steps to online Transfer Credit Review online submission**

1. **Go to the ASU portfolio portal:** <http://appstate.slideroom.com>
2. **Manage your portfolio images:** After uploading your images you will have an opportunity to label all images and arrange them in any order by dragging and dropping.
3. **Complete online questionnaire.** Most questions require a response to be able to submit your application.
4. **Submit portfolio and pay fee:** When complete, simply select SUBMIT. You will be asked to submit a payment of \$10 via credit or debit card. This fee goes to Slideroom.com (not ASU) for administration of the online site. Once you have paid the fee, you will be sent a confirmation email.

*GUIDELINES FOR PAPER / CD SUBMISSION ON REVERSE SIDE*

## ASU DEPARTMENT OF ART TRANSFER EVALUATION FOR COURSE EQUIVALENT (T.E.F.C.E.) - CONTINUED

### **B. PAPER APPLICATION / CD TRANSFER REVIEW SUBMISSION GUIDELINES:**

1. **Submit a CD with your images.** Minimum and maximum number of images to submit vary by the course(s) you are submitting for credit – see the **Course Equivalents for Transfer Evaluation** document for number of images to submit.

Images must be in .jpg format, and 4 MB or less for each image. Larger images will not be reviewed. DO NOT use PowerPoint, iPhoto or any other program to submit your images. Images not in .jpg format will not be reviewed.

If the images on your CD will not open for viewing, your application will not be considered. You will be notified that your CD is faulty. You must then resubmit to the next Transfer Review with a CD that is operational.

2. **Provide a separate sheet that lists your artwork images.** Include each piece's title, its size and medium (acrylic paint, charcoal, etc.). Make sure your name is on the paper and include it with your CD/application form.
3. **Complete the application form.** You may download this form at: [http://www.art.appstate.edu/admissions/transfer\\_credit.htm](http://www.art.appstate.edu/admissions/transfer_credit.htm)
4. **Submit Portfolio:** Mail your portfolio CD, image list and completed application form to:

Transfer Review Committee  
Department of Art  
Appalachian State University  
232 Wey Hall  
Boone, NC 28608

#### **DATES FOR SUBMISSIONS:**

**The Transfer Evaluation for Course Equivalent (TEFCE)** is scheduled three times each year. Online and CD/paper applications are due by 9:00 a.m. on:

- The last Wednesday in April
- The first Friday in August, or
- The first Friday in December

The Foundations Portfolio Review is scheduled three times each year prior to TEFCE. **You must pass Foundations Portfolio Review before submitting to the TEFCE.** Online and CD/paper applications for Portfolio Review are due by 4:00 p.m. on:

- The last Wednesday in March
- The first Wednesday in July, or
- The last Wednesday in October

**NOTE** – Paper application/CD submission deadlines are NOT a postmark date. Your completed application materials must be in the art office by the deadline date and time to be considered. You may bring your application materials to the art office in person. They do not have to be mailed.

Department of Art Contacts:

- General questions about Transfer & Foundations Portfolio Review applications should be directed to the Art Department office at 828-262-2220
- Questions regarding the content of transfer application materials should be directed to: Lisa Stinson, [stinsonlm@appstate.edu](mailto:stinsonlm@appstate.edu), 828-262-2567 Office phone.
- Questions regarding Foundations Portfolio Review content should be directed to: Gary Nemcosky, [nemcoskygm@appstate.edu](mailto:nemcoskygm@appstate.edu), 828-262-2570 Office phone.

*GUIDELINES FOR ONLINE SUBMISSION ON REVERSE SIDE*