Welcome!

You have been accepted to one of the top architecture programs in the country. That in itself is worth celebrating! Before you begin your studies, there are some important things you need to know about our program. This package provides important information about Cal Poly and the Architecture Department. Please read the information thoroughly, and contact us if you have any questions.

Admitted Student Day & Open House

Every April Cal Poly sets aside a day just to welcome newly admitted students. This is always the day prior to Cal Poly’s Open House. Students sometimes think that because attending Admitted Student Day (on Friday) means missing classes at their current school, they would be better off skipping it. In reality, Admitted Student Day is filled with important meetings, workshops, and exhibits intended to help you learn more about the program and campus to which you have been accepted. It is very important for all new students to attend this event. The next day, Saturday, is referred to as Open House, and is a time for students to be free to participate in the annual Design Village Competition, visit the many campus exhibits, or participate in planned activities. The CAED Dean has already sent you the schedule for this important campus date. Some activities/exhibits may be added or changed, and a final schedule will be available on campus on Admitted Student Day.

Week of Welcome (WOW)

The week prior to the beginning of Fall classes is called “Week of Welcome.” This is an important opportunity for you to meet other new students, get settled into the community, and participate in organized activities designed to introduce you to Cal Poly life and the San Luis Obispo community. More importantly, it is an opportunity to begin to meet faculty in your department, attend department and college information sessions and receive assistance with registration problems or adding classes.

We strongly encourage all new students to participate in WOW activities.

Online Resources

Cal Poly has a very extensive website. If you have Internet access, spend some time visiting Cal Poly online: www.calpoly.edu and reviewing the information for prospective students. Be sure to find the link to the Architecture Department, or go directly to our WebPages: www.arch.calpoly.edu and find out more about the programs we offer. More and more online services are available to students each year, including online grade reports. You’ll learn more about these services at the various orientation meetings during Admitted Student Day and Week of Welcome.

Getting a Head Start

We highly recommend that students look into taking “Advanced Placement (AP) Tests” at their current school (see www.ess.calpoly.edu/_records/degree_prog/Transf_credits_eval.htm). A counselor/advisor should be able to tell you whether there is a testing opportunity at your school or in your geographic area. By passing the various AP tests, it is possible for students to obtain college units in English, Calculus, and Physics. If you obtain AP credit, you will find that you can take a reduced unit load for several quarters and still complete the program in the prescribed time. Many students find this of great benefit, since architecture is a very demanding program.
First Year Course Of Study

It is important that new students understand the sequential nature of the Architecture major and support courses. Many of these courses are delivered as a series (i.e., Arch 121, 122, 123). Each course is the prerequisite to the next course, and our schedule of course offerings is arranged so that the entire series is taken in one academic year. Students who do not follow the recommended schedule of courses [see diagram below] may find that it takes them longer to complete the program.

If you have difficulty registering for any major or support course, contact the Architecture Department right away for advice and assistance.

(805) 756-1316

First Time Freshmen Architecture Program

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<thead>
<tr>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
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<tr>
<td>Design &amp; Drawing Studio ARCH 121 or ARCH 131</td>
<td>Design &amp; Drawing Studio ARCH 122 or ARCH 132</td>
<td>Design &amp; Drawing Studio ARCH 123 or ARCH 133</td>
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<td>Linked to Arch X105</td>
<td>PHYS 121 or X141</td>
<td>PHYS 122 or 132</td>
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<td>Take Winter or Spring Quarter</td>
<td>Take Spring or the following Fall Quarter</td>
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<tr>
<td>ARCH X105 Architectural Practice I</td>
<td>MATH 182 or 142</td>
<td>ARCH 160 Digital Tools</td>
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<td>Linked to Arch 121 or Arch 131</td>
<td>Math 182 is designed for Architecture students</td>
<td>Take any quarter</td>
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<td>Arch 160 is not required if you take Arch 131, 132, 133</td>
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<tr>
<td>MATH 141 Calculus</td>
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<tr>
<td>GE&amp;B: ENGL 134</td>
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<td>Required and only offered Fall quarter</td>
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First Year Design & Drawing Studio Alternatives

The Architecture curriculum offers two routes through the required first year design and drawing studio program. One route is to take ARCH 121, 122 and 123 along with ARCH 160. This route integrates beginning design (50%) and traditional drawing (50%) in Arch 121/2/3 and adds computer skills and techniques with ARCH 160.

Another route is to take the ARCH 131, 132, 133 studio series that integrates beginning design (40%), traditional drawing (30%), and computer skills (30%). Students who choose this route must purchase an appropriate computer, peripherals and software. Refer to the "Inclusive Beginnings" and "Computers" information sheets that are either enclosed or can be found at www.arch.calpoly.edu (Student Information > Newly Admitted Students > New Student Information Brochure).

Note: There are limited seats available in this series.

First Year Practice

Arch X105 Architectural Practice 1 is a co-requisite for either Arch 121 or Arch 131. Together these courses provide an integrated design, build and drawing experience during your first quarter in the Architecture Program. You must sign up for the linked Arch X105 course when you sign up for either Arch 121 or 131.
Cal Poly Catalog & Class Schedule

The Quarterly Class Schedule lists all campus courses planned to be offered for that quarter. In the Architecture Department, there are many changes to the schedule after the university’s publication deadline for the printed schedule. We publish updates to the schedule and post them around the department. Power will also list the most current schedule online. However, it is very important that you read the notes associated with courses in the printed Class Schedule every quarter.

One of the most valuable items you can have is the Cal Poly Catalog, and the University expects every student to have reviewed it. The catalog contains information on the curriculum requirements for our major, a recommended quarterly schedule of classes, and a complete listing and description of all courses offered at the university. Further, it includes University policy statements regarding progress in your major, academic probation/disqualification, etc. These are important policies for students to be aware of, and we strongly urge you to get your catalog and review them before your arrival on campus. If you have not yet ordered a catalog, please do so right away. You may order your Cal Poly Catalog, Fall Quarter Class Schedule, textbooks, and supplies via the El Corral Bookstore website: www.elcorralbookstore.com/. You may also view the entire catalog online at www.calpoly.edu/~acadprog.

CAPTURE & POWER Registration Systems

Students currently register for classes at Cal Poly via telephone (CAPTURE) or Internet (POWER). Students have access to registration on a rotating “priority” basis, with the rotation schedule printed in each quarter’s class schedule. The Admissions Office should send you information on how these systems work. It is not necessary for you to be on campus to complete the registration process, but remember you must pay your registration fees before you will be authorized to register for your first term. All new students receive high registration priority for their first quarter. Taking advantage of this one-time high priority will increase your chances of obtaining all of the classes you need your first quarter here.
Drawing Equipment

One of the most common questions from new students is “What drawing equipment do I need to bring with me?” The following drawing equipment will be needed for your first year design and drawing studios. They should last you for years, and will be used in many architecture courses. Purchase ones that feel good to you and are of the best quality that you can reasonably afford. The brands are provided as references.

Drawing Board: 23” x 31” (Alvin, AB616/4, Tilt-Angle White Dwg Bd 23x31, $60.00)
Board Cover: Hot press white illustration board #201, Chip board or vinyl board cover (Borco, 37.5” wide)
Parallel Bar: (Alvin, 1101-30, Parallel Straight Edge 30in, $84.00)
45° Adjustable Triangle: Plastic, 8”, 10” or 12”
30/60° Triangle: Plastic, 12”

Erasing Shield: Stainless Steel
Metal Straight Edge: Used for constructing perspectives, long lines and as a cutting edge (Metal Ruler, Fairgate 20-137, 36”)
Rolling Straight Edge: 12” (Alvin, Rollo Ruler No. 298)
Compass: Bow compass (Alvin, 508, 6 Bow Compass W/ADJ Adapter)
Dividers: (Alvin, 660, Divider)
Architectural Scale: Triangular, 12” long (Staedtler Mars 987 18-31)
Circle Template: 1/16” to 3” diameter circles (Picket, Circle Master 1204i)
Pencil Sharpener: For wood pencils (Staedtler 511-63)
Equipment Box: Min. 14” interior dimension. A portable container such as a tackle or art box to organize and transport your equipment. You will also need to carry your drawings back and forth while protecting them from dirt, wrinkling and the weather.
Knife: X-Acto #5 with #24 blades
Saw: X-Acto 1 1/4” deep fine tooth razor saw
Cutting Surface: Cuts will be cleaner and blades will last longer if you cut on a soft surface. Illustration board will work, and there are also self-healing plastic cutting surfaces available (18” x 24”, green or gray).

Note: It is best to purchase materials (e.g., pens, pencils, paper, etc.) as they are required during the quarter.
Personal Access to Computers

The Department maintains a general-access Macintosh computing laboratory available to all students when classes are not in session in the lab. This laboratory provides access to computers, scanners, printers and network resources, as well as a variety of software applications.

Although student access to computers is provided in our lab, the Department strongly encourages entering students to acquire their own personal computer system and appropriate software. Students who own their own computers enjoy the convenience of having a system in their residence with personal access to online resources, including e-mail contact with faculty and online instructional media. 24-hour access for architecture majors is a big advantage in meeting project deadlines and developing digital skills and understanding.

The Department recommends a computer with highly advanced features including the ability to create 2D images and 3D visualizations, to act as a multimedia delivery system and to connect to campus facilities and the outside world via the campus high-speed network connection.

Hardware & Software

All architecture students are encouraged to bring a laptop computer. The Architecture Department facilities are strongly Macintosh-oriented and Macs are the preferred and recommended platform. However, all required software is available for both platforms and either a Mac or Windows machine will meet your needs. If you are very experienced on a platform, it is generally recommended that you stay on that platform. Windows users will more likely need to find resources other than the teacher to help with platform/hardware specific problems.

Notebook Computer

The Architecture Department recommends, and the Inclusive Beginnings Program requires a notebook computer. The recommended laptop is the 15" PowerBook G4 or equivalent Gateway, Dell, etc. that meets or exceeds the following specifications:

1.25GHz G4 (Mac), 1.4GHz Pentium 4 Centrino (Win)
512 MB DDR AM (minimum)
60GB Internal Hard Drive
DVD-ROM/CD-RW Combo Drive
10/100Base-T Ethernet
AirPort Extreme (Mac) 802.11g Wireless Card (Win)
64MB ATI Radeon Video Card
15" Display
OSX (Mac), XP Professional (Windows)

Visit: www.fwp.calpoly.edu and click on Recommendations for information on Mac & Dell computers.
Peripherals

Inclusive Beginnings students must have:
Mouse
Color Inkjet Printer (Canon i960, $200 recommended)
Scanner (Canon LiDE 30, $80 recommended)

Software

Inclusive Beginnings students must have the most current version of the following software:

Adobe Creative Suite: $400
The suite of programs includes Illustrator, Photoshop and InDesign
Form Z (Annual Rental): $95
Form-Z will be rented through the Architecture Dept. in the Fall.
Microsoft Office $79
Safari or Microsoft Explorer
Anti-virus and Disk Repair

Call or visit Cal Poly’s El Corral Bookstore for educational pricing on both software and hardware. The department’s number is (805) 756-5311.

Architecture Computer Courses

The use of computing technology has become the norm in the architecture profession. In turn, the Architecture Department at Cal Poly is progressively adopting appropriate use of computers in its curriculum. In particular, the Department has established ARCH 160 as a lower-division requirement for all students. The current topics covered in these classes are: Image Processing, 3D Modeling and Page Layout Design.

The Architecture Department expects that all entering students already have basic computing knowledge and skills. These include facility in the use of word-processing and spreadsheet applications and the ability to use the Internet and WWW for e-mail and browsing purposes.

A Word About Email

Cal Poly provides a free email account to every student. You are expected to use this account, even if you also maintain an off-campus account. Many faculty communicate with their students via email, as does the Architecture Department—the Cal Poly email address is used for this communication. You should plan on checking your account at least once a week, or place a forward on it to your off-campus account.
The Inclusive Beginnings Program

The Inclusive Beginnings program—the Arch 131, 132, 133, Design & Visual Communication sequence—combines design (40%), freehand drawing (30%), and computer drawing (30%) in a unique series of studios that will develop your creativity in a supportive atmosphere. The Inclusive Beginnings studios are four unit courses that meet Monday, Wednesday and Friday mornings from 8:00 am to Noon.

The Inclusive Beginnings program is an alternative to taking the Design & Drawing sequence (Arch 121, 122, 123) plus the Digital Tools course (Arch 160). If you take the Inclusive Beginnings program you do not have to take Arch 160.

The advantages of taking the Inclusive Beginnings program are learning computer and hand techniques and skills in the context of their application to design, learning computer skills gradually over three quarters, and being able to move back and forth between computer and hand approaches. The Inclusive Beginnings program is not a computer course, it is a design program that places equal emphasis on developing freehand and computer skills. This balanced approach allows you to gain skills in both and better understand their respective strengths, weaknesses and application to the design process.

Application Process

All entering Architecture students needing the first year design and drawing studio sequence are eligible for the Inclusive Beginnings program (Arch 131, 132, 133). However, the program has limited space. Therefore, we will take students on a first come basis until the program is filled.

If you want to participate in the program, fill out the enclosed Experience Questionnaire and send it with a letter to Will Benedict (see below) that includes your name, E-mail address and phone number, and states your desire to join the Inclusive Beginnings program and willingness to purchase an appropriate notebook computer and the required software (see the "Computers" sheets).

We will send notification that your application has been received and inform you of your status relative to the program.

Questions

If you have any questions, concerns or just want to talk about the program or computers please contact:

Will Benedict
Architecture Department
Cal Poly
One Grand Ave.
San Luis Obispo, CA 93407
wbenedic@calpoly.edu
(805) 756-5082 or 756-1316

Sketch By: Derek Uskert
Experience Questionnaire

Please return this page with your Inclusive Beginnings application letter. Your response to the questions will be very valuable in shaping the program to take advantage of your knowledge and meet your needs. Please circle the number that best describes your level of experience and skill for each of the following categories.

Note: No experience is required in any of the following categories for acceptance into or participation in the Inclusive Beginnings Program.

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Transfer Student Portfolio Review

While credit for general education courses is predetermined between Cal Poly and the various California Community Colleges, a portfolio review is required to receive transfer credit for major and support courses.

**Transfers students will not receive authorization from the Architecture Department to register for classes until they have participated in a portfolio review and met with an advisor.**

The portfolio review conducted during Admitted Student Day in the Spring is the only comprehensive review opportunity prior to registration for Summer or Fall courses. Faculty from all architecture instructional areas, as well as architectural engineering, will be on hand to review your work. Once your portfolio has been evaluated, you will have a brief individual meeting with an advisor to determine the architecture classes you need to take at Cal Poly.

The Cal Poly Architecture Department requires transfer students to participate in a Portfolio Review and advising meeting before being authorized to enroll in classes for their first quarter. This is to ensure that the student knows exactly which courses in our program have been fulfilled by community college or other university course work, and what their recommended enrollment plan is for the Fall term. It has been our experience that transfer students who did not participate in the Portfolio Review/Advising program had difficulty selecting the correct courses for their first quarter. Making the wrong enrollment decisions in the first quarter has cost many students an entire year in progress toward their degree. It is this experience that led us to move to a mandatory Portfolio Review and Advising program for all transfer students.

**April Open House & Admitted Student Day Portfolio Review**

This is the only comprehensive review prior to the Fall registration period, and is the one we strongly recommend transfer students attend. Architecture and Architectural Engineering faculty are prepared to review student work toward credit for all first and second year major and support courses. For information and Open House dates, visit http://openhouse.calpoly.edu.

**Summer Advising Program**

All incoming transfer students are urged to participate in the Summer Advising Program, where you will receive individual assistance with planning your Fall Schedule. The Summer Advising program (SAP), held each July, is the last opportunity for Portfolio Review of coursework for Architecture Department credit prior to Fall registration. For specific dates and further information on the SAP, visit http://orientation.calpoly.edu/sap.

**September Week of Welcome Portfolio Review**

This is the final opportunity for a comprehensive Portfolio Review. Once again faculty from both Architecture and Architectural Engineering will be on hand. However, students who wait until September to have their portfolio materials assessed lose the opportunity to utilize their one-time "new student priority" for registration. Students who wait until September may find that the classes they need are already full. When classes are full, the options are to go from class-to-class to try to add courses late, or work with an advisor to develop a plan to catch up.

**Note to Cuesta and Bakersfield College transfer students:** If you received a "B" or better in architecture courses, you are required to attend advising in order to register for classes. If you received less than a "B" you must go through portfolio review.
Portfolio Format & Content

There is no set format or size for portfolios. Bring the following with you to the portfolio review to ensure that faculty can appropriately evaluate your work for academic credit. **Do not mail your portfolio!**

- a copy of your transcripts indicating all course work completed and work in progress
- a copy of the syllabus or your college catalog course descriptions for each transfer course that you wish our faculty to review
- reproductions or originals of all final projects and representative process work (e.g., preliminary sketches), notes taken in class, and other course work in design and graphics, practice, and architectural engineering
- photos of models (do not bring models)

If you have additional questions about what to bring, contact the Architecture Department by phone: (805) 756-1316 or by e-mail: architecture@calpoly.edu.