

# UPPER DIVISION ADMISSIONS 2025

## UNIVERSITY OF FLORIDA SCHOOL OF ARCHITECTURE BACHELOR OF DESIGN in ARCHITECTURE DEGREE PROGRAM

### WHO'S ELIGIBLE?

Applying for the upper division of the UF School of Architecture's Bachelor of Design degree program is open to anyone who has finished the first two years of architectural and general education course work in an accredited university undergraduate program or a community college pre-architecture program recognized by the University of Florida, such as:

- Broward College
- Central Florida College
- Hillsborough College
- Indian River State College
- Miami-Dade College (North, Kendall and Wolfson Campuses)
- Palm Beach College
- St. Petersburg Junior College (Clearwater Campus)
- Valencia College
- Florida Atlantic University
- Florida International University

If applying for upper division, you should have taken (or be in the process of taking) the final design studio of your program in Spring Semester 2025. You can apply while finishing up lower division course work, but all required courses must be completed before the start of Fall Semester 2025.

## APPLICATIONS: FORMS & DEADLINES

**Saturday, 1 March 2025** is the deadline your *Intent to PIN UP form* and submission of your unofficial transcripts to the School of Architecture office.

UF Applicants must submit the **Intent to Pinup form** by March 1.

**If you are a transfer applicant**, you need to submit your online application with the UF Office of Admissions, pay your application fee, and submit up-to-date transcripts from all colleges attended, including FALL 2024 grades. You are responsible for making sure that the University of Florida receives these materials by this deadline. Applications or transcripts arriving incomplete or past the deadline can eliminate an applicant from consideration in the upper division selection process.

You **must submit**:

1. **Intent to Pin Up form** (found on SoA website) **and unofficial transcripts including current registration**– submit to SoA at [ufsoa.ug@dcp.ufl.edu](mailto:ufsoa.ug@dcp.ufl.edu)
2. **Applications to UF** (found on UF Admissions website) – submit to UF Admissions
3. **Transcripts (All)** – submit to UF Admissions

## UF AND IN-PERSON TRANSFER APPLICANT PIN-UP EXHIBIT

All applicants must present samples of their best architectural design studio work in the Pin- Up Exhibits. If you are presenting your work in person, your exhibit must conform to the following specifications:

- Your exhibit must fit within the designated for each applicant (4 feet wide by 7 ½ feet high, or 48 inches wide x 90 inches high)
- The upper 20 inches of your pin-up board is reserved for work from Design 1 and Design 2 only. You may choose to use work from one or both of your first-year studios in this area. No work from Design 3 or 4 should appear in the upper 20 inches of your board. The remaining area of the board may exhibit work from any lower division studio (Design 1 through Design 4), with emphasis likely be given to work from your second-year studios.
- Affix all work to the wall with T-pins or push pins only. **No nails, screws, or adhesives!**
- Large models may be presented on the floor or on a shelf set up directly beneath your exhibit. If you wish to construct a shelf or plinth, it shall be no more than 4 feet wide (the same as the pinup board), may be up to 16 inches tall, and can project a maximum of 18 inches from the wall. You may also choose to attach models to the pin-up board.
- Whether attached to the board or positioned at its foot, models cannot project more than 18 inches from the board. If you have model work that exceeds these constraints, you will need to trim/modify it to fit. If that is not feasible, consider using photography as a means of documenting larger, three-dimensional work and mount the photographs along with any two-dimensional work.

**The format of your pin-up exhibit should reinforce your work, not distract from it!** Clear and thoughtful organization of the work is helpful and encouraged, whereas elaborate and/or exceedingly complicated displays may not be effective.

## **TRANSFER APPLICANT PIN-UP EXHIBIT (DIGITAL SUBMISSIONS ONLY)**

Transfer applicants are given the choice to present their work in person or through an effective digital submission process that has been in place for several years. All transfer applicants need to tell us if you will be exhibiting your work in-person or submitting your work digitally when you complete your *Intent to Pinup* form. For those exhibiting their work in-person, the rules will be the same as UF applicants. For those submitting their work digitally, the following instructions should help your organize your work and prepare the file(s) for submission.

### **DIGITAL TRANSFER PINUP BOARD LAYOUT AND INSTRUCTIONS:**

Your layout must conform to the following specifications:

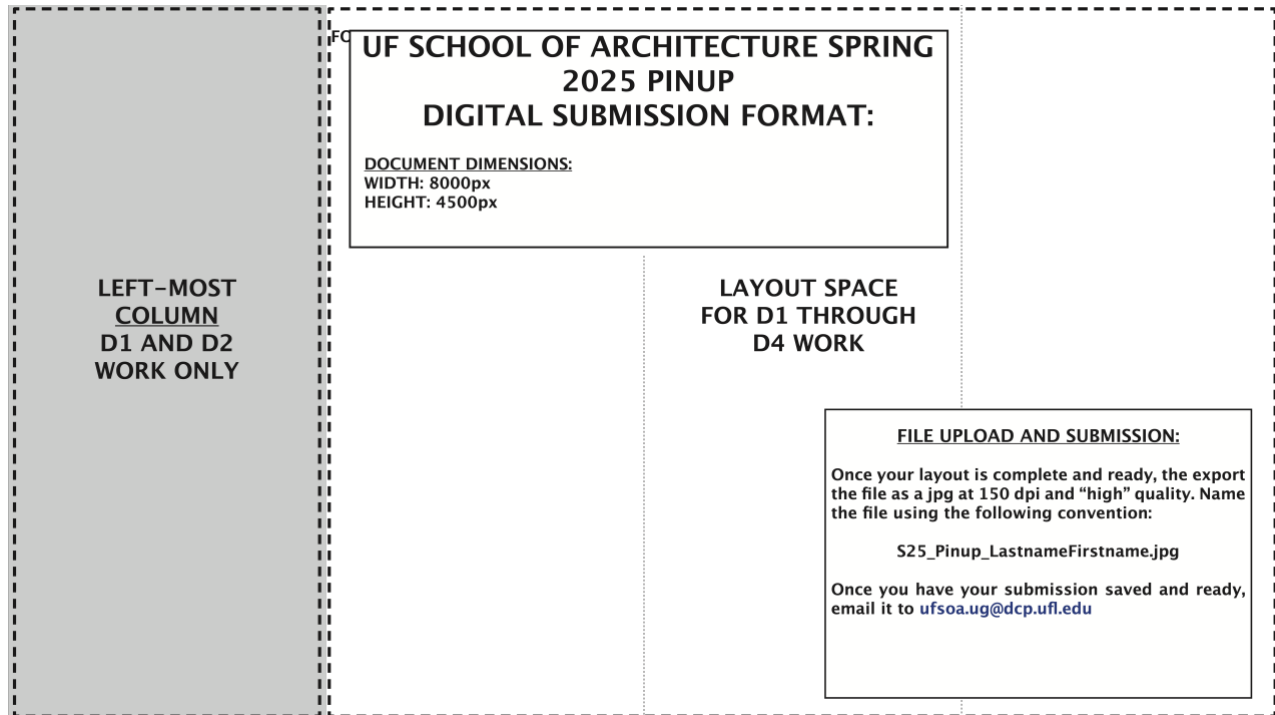
**Base Electronic File (for layout):** All work should be composed and compiled into a single electronic image (JPG). We don't have specific requirements regarding software to use for this process, though we recommend using a digital publishing software to layout your pinup submission. We can provide an InDesign template for your use. If you prefer to set up the base document independently, use the following parameters...

#### **Overall ratio (width/height) 16:9 in landscape orientation**

- **Width x height in pixels (px): 8000 x 4500**  
or, if you prefer inches
- **Width x height in inches: 111.11 x 62.5**  
Other file parameters...
- Set file to have 4 equal columns (no column gutter)
- Margins and Bleed/Slug can be kept zero

#### **Format of work:**

The left-most column of this pinup space is reserved for work from Design 1 and Design 2 only. You may choose to use work from one or both of your first-year studios in this area. No work from Design 3 or 4 should appear in this portion or your pinup submission. The remaining area of the overall layout may exhibit work from any of the lower division studios (Design 1 through Design 4). Emphasis here will likely hold work from your second- year studios.



### File preparation:

Assemble and compose your pinup layouts to best reflect your work over the course of the past four semesters. Once you have your layout complete and ready (and saved and backed up), then **export the file as a jpg at 150 dpi**. Use this naming strategy for both files:

**S25\_Pinup\_lastnameFirstname.jpg**

For example, if Napoleon Bonaparte were applying, his file name would appear as:

**S25\_Pinup\_BonaparteNapoleon**

**IMPORTANT:**  
**Please DO NOT submit InDesign files.**  
**Any linked files will be lost.**

Once you have your submissions saved and ready, you should email it to:

[ufsoa.ug@dcp.ufl.edu](mailto:ufsoa.ug@dcp.ufl.edu)

## Transfer Pinup Exhibit Submission Deadline:

**For students applying and exhibiting their work in-person...** you need to clearly mark your *Intent to Pinup* form that you will be pinning up your work in person. You will want to read and understand the In-Person Pinup instructions and be ready to pin up on the evening of Sunday, April 6. We will reserve space for your board based off of this notification.

**If you are planning to submit your work digitally...**

You will need to prepare and email your work per the previous instructions. The electronic submission process will allow us to receive and review all transfer applicant pin-up boards at once. The school will review all submissions for clarity and conformance and notify any applicant if there are questions or discrepancies. Completed submissions will be reviewed and posted to Miro for evaluation by faculty referees.

All digital layouts should be submitted **no later than 12pm (Noon) on Sunday, April 6.**

We welcome early submissions, as this will give us time to check and process files without a deluge of applications, so consider sending things in early rather than waiting until the last minute.

## ADMITTANCE

Upper Division Admissions is for the upcoming Fall Semester only. It is conditional upon completing all lower division course requirements, (all prerequisite courses including Pre- Calculus\* and Physics\*\* requirements, sending UF proof of enrollment before the end of Summer A 2025, and sending UF all transcripts before the end of Summer B 2025), receiving an Associate of Arts degree, and meeting the CLAST (College Level Academic Skills Test) requirements with a passing grade or official waiver by the end of the preceding Summer Semester. Additionally, students should maintain a minimum overall GPA of 2.75, an architecture GPA of 2.75, and score above 3.0 for the pin-up score.

Failure to meet any of these requirements will result in a review of the applicant's case, which may warrant canceling admittance or postponing enrollment in upper division courses for one year. Community/Junior college students must also meet the University of Florida's foreign language requirement. (Please provide high school transcripts if necessary to the UF Office of Admissions to prove compliance with this requirement).

**PLEASE DO NOT CALL THE OFFICE TO CHECK ON THE STATUS OF YOUR UPPER DIVISION ADMISSION. WE ASK FOR YOUR PATIENCE WITH THIS PROCESS. OUR HOPE IS TO HAVE PINUP DECISIONS ANNOUNCED BY WEDNESDAY, 23 April 2025, BARRING UNFORESEEN DIFFICULTIES.**

## REQUIRED LOWER DIVISION CURRICULUM

Year 1: Fall (16 credits)

- ARC 1301 Architectural Design 1 (4 credits)
- ARC 1302 Architectural Design 3 (4 credits)
- ARC 1701 Architectural History 1 (3 credits)
- ARC 1702 Architectural History 2 (3 credits)

Year 2

- ARC 2303 Architectural Design 3 (5 credits)
- ARC 2304 Architectural Design 4 (5 credits)
- ARC 2201 Architectural Theory 1 (3 credits)
- ARC 2490C Introduction to Building Technologies (3 credits)
- ARC 2491C Integrated Building Tech 1 (3 credits)
- MAC 1147 / Precalculus Math (4 credits)\* and PHY 2053 Applied Physics 1 (3 credits)\*\*

\* *MAC 1147 or MAC 1140+MAC1114 or MAC2233 (preferred)*

\*\* *PHY 2004 or PHY 2053 (preferred)*

## FOR ALL UPPER DIVISION APPLICANTS!!!

### Layout Recommendations:

Whether your work will be exhibited in person or will be presented digitally, you need to be attentive to the resolution and clarity of your work. Be sure to check craft, alignments, overlaps and abutments of work. For digital reproductions and/or plots, be sure to check the quality of any photograph (lighting, focus, depth of field, cropping, etc.). Similarly, be careful with documenting flatwork, particularly with regards to the quality and crispness of the work as a whole.

A friendly reminder - you should be showing only your own, original work. Any reference to the work of others (such as precedent study from D2) should be discretely noted (Therme Vals by Peter Zumthor, for example).

**All exhibits are anonymous!** You need to ensure that your name is removed or covered on all work (models and drawings alike).

The format of your pin-up layout should reinforce your work, not distract from it! Clear and thoughtful organization of the work is encouraged, whereas elaborate and/or complicated displays are discouraged.

A team of faculty will score each exhibit on a scale of 1 (low) through 10 (high). Faculty will score the exhibits on the basis of overall quality rather than individual categories, and will look for examples of the following:

- *Design process: Development of spatial and tectonic systems, generative and/or iterative work, analytical thinking, as well as two- and three-dimensional diagramming skills.*
- *Design resolution: Organizational skills in both two and three dimensions relating to spatial development (enclosure systems, tectonic definition, circulation and/or movement, etc.)*
- *Design Communication skills: Drawing quality (free-hand and hardline, both analog and digital); two-dimensional drawings (plans, sections, diagrams); three-dimensional drawings (axonometrics, perspectives); model-building skills showing a range of scales, types and material palettes.*
- *Organizational skills: Basic formatting, organization and arrangement of different kinds of visual information (drawings, models, photographs, renderings, etc.), both within a project and between projects*



## For UF Applicants

Exhibit space assignments will be posted outside the SoA Office on **Friday, 4 April**, following D4 Final Reviews.

**Regarding pinup preparations:** The D4 studios and atrium will be available for use for layout and staging. You are expected to keep the areas clear of debris while pinup is underway. You are also expected to help clean the studios and atrium. You should know that these spaces are shared resources for all D4 students and part of the larger DCP community – so treat them with respect.

### For Rounds 1 and 2:

#### The evening before pinup scoring:

The hallway, conference room, and gallery will open at 8pm and will remain open until 10pm. **It is recommended that you have all your work posted by 10:00PM** the night before your assigned round. All applicants must clear the hallways and leave the building at 10pm.

#### The morning of pinup scoring:

There will be approximately one hour reserved for touch-up work at the beginning of your pin-up day (8:00-9:00AM). At 9:00AM, the hallways are closed to students and guests.

#### The afternoon of pinup scoring:

Removal of your pin-up exhibit will happen between 5:00PM and 7:00pm (see schedule below). The UF School of Architecture cannot be responsible for work left up after the required removal time.

## CRITICAL DATES

- **Saturday, 1 March 2025:** Deadline for applications, Intent to pin up forms, and transcripts to SoA. For transfer students, this also includes the Undergraduate Transfer application to UF, with all required documentation.

### Pin-up UF Applicants - Round 1 (April 6-7)

- **Sunday, 6 April 2025:** UF Applicants (Round 1) pin up between 8:00-10:00 PM.
- **Monday, 7 April 2025:** Touch-up from 8:00-9:00am. Hallways closed and scoring period begins at 9:00am.
- **Monday, 7 April 2025:** UF Applicants (Round 1) Remove work from walls between 5:00-7:00PM. Next group pins up between 8:00-10:00pm.

### Pin-up UF Applicants - Round 2 (April 7-8)

- **Monday, 7 April 2025:** UF Applicants (Round 2) pin up between 8:00-10:00 pm.
- **Tuesday, 8 April 2025:** Touch-up from 8:00-9:00am. Hallways and Gallery closed and scoring period begins at 9:00am.
- **Tuesday, 8 April 2025:** UF Applicants (Round 2) Remove work from walls between 5:00-7:00pm. Next group pins up 8:00-10:00pm.

### Pin-up Transfer Applicant Pinup Submission (In-person only): Round 1 (April 6-7)

- **Sunday, 6 April 2025:** Transfer Applicants (Round 1) pin up between 8:00-10:00 pm (alongside UF applicants in Round 1).
- **Monday, 7 April 2025:** Touch-up from 8:00-9:00am. Hallways and Gallery closed and scoring period begins at 9:00am.
- **Monday, 7 April 2025:** UF Applicants (Round 1) Remove work from walls between 5:00-7:00pm.

### Pin-up Transfer Applicant Pinup Submission (digital submissions only):

- **Sunday, 6 April 2025:** Transfer Applicants will email all pinup submissions by 12pm (noon) to: [ufsoa.ug@dcp.ufl.edu](mailto:ufsoa.ug@dcp.ufl.edu)

All digital transfer submissions will be reviewed and uploaded to a common Miro board for evaluation by SoA faculty.

## **DECISIONS**

Applications are processed as quickly as possible. You will receive a letter via email notifying you of the decision made on your application within a month of the Pin-Up Exhibits, hopefully earlier. Due to privacy and confidentiality laws, we cannot discuss the status of your application over the telephone. PLEASE DO NOT CALL THE OFFICE IN REGARDS TO THE RESULTS OF YOUR APPLICATION.

UF Office of Admissions (352) 392-1365 POB 114000 Gainesville FL 32611-4000

## **SELECTION PROCESS, SCORES AND RANKING**

The pool of upper division applicants always outnumberes the available positions in the program. Due to these logistics, the UF School of Architecture uses a selection process designed to determine which applicants show the greatest potential for success in our particular program. Each applicant is evaluated by three criteria:

- overall grade point average.
- architectural grade point average.
- exhibit score from the Pin-Up Exhibits.

Overall ranking is determined using these three criteria, with a subsequent determination of acceptances for upper division from this ranked list.

## **QUESTIONS?**

If you have questions about the upper division selection process, please contact:  
Mark McGlothlin, Associate Director of Undergraduate Programs (p. 352-294-1477, [mmcglath@ufl.edu](mailto:mmcglath@ufl.edu)).

For transfer inquiries (UF application, credits, etc.), please contact:  
DCP Advisor Jillian Blazas (352-294-1411, [jillianblazas@ufl.edu](mailto:jillianblazas@ufl.edu))