

Department of Musicology – Music History Supplemental Application Worksheet For UCLA Change of Major Applicants Fall 2018

Use this worksheet to help prepare your materials for electronic submission via the UCLA Herb Alpert School of Music Supplemental Application website.

Current UCLA students applying for a change of major to Music History must meet with Departmental Advisor Belén María by **Friday, December 1, 2017**. Contact Belén María at belen.maria@schoolofmusic.ucla.edu to schedule an appointment. Students must bring a completed Change of Major Petition and course planning guide to the appointment. Be sure to make a PDF copy of your signed petition form; you will need to upload the PDF to the Supplemental Application online registration. Download the forms here: <https://www.schoolofmusic.ucla.edu/double-majors-adding-minors>

Beginning November 1, applicants who have completed the UCLA Undergraduate Petition for Change of Major can access the departmental supplemental application. In order to access the supplemental application, you must register at <https://supplemental.schoolofmusic.ucla.edu/changeofmajor/> and upload a PDF copy of your petition.

Immediately after you register, you can begin filling out the supplement application. Log in at <https://supplemental.schoolofmusic.ucla.edu/> using the exact same information you supplied in the online registration.

Make sure you review all categories before you submit your supplemental application. You may log in/log out of the system as many times as needed during the filing period, but once the application is submitted, you will not be able to make ANY corrections or additions. If you have questions, please email admissions@schoolofmusic.ucla.edu.

Supplemental material must be uploaded to the supplemental application website by **Wednesday, December 13, 2017 (11:59pm PST)**. The supplemental application deadline is strict. Plan ahead to avoid any unexpected technical delays at the last minute.

The supplemental application must be fully completed and submitted before your application will be reviewed. Late, incomplete, or hard-copy application material will not be considered.

You will receive an email confirmation within 24 hours after you have submitted your supplemental application. Any updates to your academic record (e.g. grade changes, removal of incompletes, etc.) that occur after you submit your application must be promptly reported to the department by emailing admissions@schoolofmusic.ucla.edu.

Applicants are considered on a competitive basis. Admission into the Music History major is contingent upon enrollment availability in our major and satisfactory completion of university and department requirements.

Music History Supplemental Application – Required Material

1. Questionnaire for Undergraduate Applicants

- Confirm Contact Information
- Survey Question: *How did you learn about the Department of Musicology at UCLA?*
- Academic History [see page 3 of worksheet]
- Awards/Honors/Exhibitions/Internships/Experience [see page 4 of worksheet]
- Relevant Extracurricular Activities [see page 4 of worksheet]

2. Unofficial Transcripts (in PDF format)

Please upload a copy of your most current UCLA Degree Audit Report. If this is your first quarter at UCLA, an unofficial copy of your last college or high school transcript is also required.

All unofficial transcripts MUST be generated from their respective institutions and must include the name of the institution as well as the student's full name. Please redact/black out your Social Security number.

3. Personal Statement

The Music History major is not primarily a performance major, so there is no audition. Instead, your answers to the following three prompts will serve as your "audition" in words. A strong relationship to writing and verbal expression is fundamental to success in our program. We will be reading these for thoughtfulness, originality, clarity, concision, and correct English.

Please keep your answers to no more than two (2) paragraphs per question. You will have 7200 characters (including spaces) / approximately 1200 words to address all three questions in total. It is recommended that you write your statement in a separate word processing program, then cut and paste it into the web application.

- Please tell us about special skills, training, background, or perspective that you may have, that you think might be useful or relevant to your career in the Music History major.
- Describe a musical experience in your life that was particularly powerful or meaningful.
- The Musicology Department and the Music History major are part of the UCLA Herb Alpert School of Music, which aspires to educate students through productive collaborations between performance and scholarship; a cross-cultural, global understanding of the art of music; and the exploration of music in all of its contemporary and historical diversity. What do you see as your possible place within the School of Music, and what might you contribute to this community?

4. Interview

After submission of the supplemental application, Music History faculty will complete a pre-screening review of applications. Finalists for admission to the Music History major will be invited to campus for an interview with the department faculty.

Interview Dates

Interviews will take place on a Friday in late January or early February. Interview dates will be posted to the Department of Musicology website in the Fall.

Interview invitations will be issued following a pre-screening application review. Applicants will be emailed with their assigned interview day and appointment time by 7:00pm PST on December 22, 2017.

Academic History

Schools Attended

List, in chronological order, all the schools (high school and colleges) that you have attended (start with high school):

School Name	City	State	Date to	Date
			(mm/yyyy)	(mm/yyyy)
<i>Example: Bruin High School</i>	<i>Los Angeles</i>	<i>CA</i>	<i>09/2013</i>	<i>06/2017</i>

Current Coursework

List all courses currently in progress:

School Name	Course #	Subject and/or Course Title	Units
<i>Example: College of California</i>	<i>10A</i>	<i>Introduction to Psychology</i>	<i>2.0</i>

Future Coursework

List all courses planned for winter, spring, and summer of this upcoming year:

School Name	Course	Subject and/or Course Title	Units
<i>Example: College of California</i>	<i>10B</i>	<i>Advanced Topics in Performance</i>	<i>2.0</i>

Awards/Honors/Exhibitions/Internships/Experience

List any applicable awards, honors, exhibitions, internships and/or relevant experience:

Type	Title/Description	Date (yyyy)
<i>Example: Award</i>	<i>1st Place: County Competition</i>	<i>2014</i>

Note: The online system will allow for unlimited entries in this category.

Relevant Extracurricular Activities

List any relevant extracurricular activities, community service, and/or employment commitments, if applicable:

Description	Date to Date	
	(mm/yyyy)	(mm/yyyy)
<i>Example: Customer Service Representative for Apparel Retailer</i>	<i>03/2013</i>	<i>12/2015</i>

Note: The online system will allow for unlimited entries in this category.

PRIVACY NOTICE: The California Information Privacy Act requires the University to list the following information for individuals who are asked to provide information about themselves.

1. The principal purpose for requesting the enclosed information is to consider your application for admission to the UCLA Department of Musicology.
2. This information is solicited in accordance with University policy, adopted pursuant to Article IX, Section 9 of the California Constitution.
3. Failure to furnish each item of information will delay or may prevent completion of the purpose for which this questionnaire is intended.
4. Information furnished in this questionnaire may be used by various University departments and may be transmitted to State and Federal government agencies if required by law.
5. This questionnaire is maintained by the Office of Student Services and Enrollment Management of the UCLA Herb Alpert School of Music, Schoenberg Music Building, Los Angeles, CA 90095-1616.