

# New Media Arts (NMA) Associate in Science Degree ADMISSIONS PROCEDURE CHECKLIST

New Media Arts Application Deadline: April 1

**Please submit your checklist and all application materials to:**

NMA Counselor, Steve Harris  
'Ilima 104  
Kapi'olani Community College  
Telephone: 808-734-9510  
Email: [snharris@hawaii.edu](mailto:snharris@hawaii.edu)

Please use this Admissions Procedure Checklist to make sure that you have met the requirements for admission to the **Associate in Science Degree Program in New Media Arts**. Please look over each item carefully. **All required documents must be submitted by the application deadline of April 1 by 4pm.**

**Name**

Date Submitted \_\_\_\_\_

**Address**

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **@hawaii.edu**    **UH ID#** \_\_\_\_\_

1. \_\_\_\_\_ **University of Hawai'i System Application Form** submitted to the Kekaulike Information and Service Center (KISC) in 'Ilima 102

If you are **new** to Kapi'olani Community College or will return after being out a semester, you must fill out and submit the University of Hawai'i System Application Form.

List your new major as: **Liberal Arts (New Media Arts)**

2. \_\_\_\_\_ **Application for Selective Admission Program (ASAP)** form submitted to KISC in 'Ilima 102 (for all students). Indicate **NMA** as program choice and list your proposed NMA specialization, Animation or Interface Design.

**New Media Arts Specialization**

Students applying for a specialization in New Media Arts must choose one per application for admission. To seek a degree in another specialization area, students must apply for admission to that specialization.

3. \_\_\_\_\_ **Choose One**      \_\_\_\_\_ Animation  
    \_\_\_\_\_ Interface Design

4. \_\_\_\_\_ **Completion of Prerequisite Courses** (or approved equivalent courses).  
 Students should be currently enrolled in or have completed these classes by the April 1 deadline.

**NMA Core Requirements:**

- \_\_\_\_\_ ART 101 Introduction to Visual Arts
- \_\_\_\_\_ ART 107 Introduction to Photography
- \_\_\_\_\_ ART 112 Introduction to Digital Arts
- \_\_\_\_\_ ART 113 Introduction to Drawing
- \_\_\_\_\_ ART 115 Introduction to Design

**Animation Additional Requirements:**

- \_\_\_\_\_ ART 116 Introduction to 3D Composition  
 (formerly ART 106 Introduction to Sculpture)
- or -
- \_\_\_\_\_ ART 123 Introduction to Painting

5. \_\_\_\_\_ **College Transcripts**  
 Request official transcripts from colleges or universities outside the ten-campus UH system to be sent directly to KISC in Ilima 102. Submit a Transcript Evaluation Request form. Request a transcript evaluation at least one semester prior to applying for the NMA program. To be considered for transfer, COURSE DESCRIPTIONS must accompany each course taken outside the UH system.

6. \_\_\_\_\_ **Portfolio Submission**

\_\_\_\_\_ I have read the PORTFOLIO PRESENTATION SPECIFICATIONS:

- Work must be submitted in a clearly organized, clean portfolio.
- Put your name and contact information on the outside of the portfolio.
- Digital submissions must be submitted on a CD or DVD as .jpegs or .pdfs.
- CD or DVD must be labeled as stated in the requirements for ART 112 submit
- Do not duplicate hard-copy submissions on your CD or DVD.
- Include no more than two samples per course.
- No more than two pieces of work completed outside of class may be included.
- All work should be clearly identified with Student Name & Course Name.
  - OPTIONAL: A Project Description (either a personal explanation/statement and/or an assignment description) for each submission is helpful, but not required.
- Do not matte your work unless it is required by the assignment.
- No rolled work will be accepted.
- Do **not** include drawing boards, clamps, grading sheets, project descriptions or newspaper.
- Bubble wrap will only be accepted if it is used to wrap sculpture.
- The overall quality of the portfolio presentation will be part of the assessment.

Check one:

\_\_\_\_\_ **ANIMATION**

- **ART 107 Introduction to Photography** – 2 samples.
  - **ART 112 Introduction to Digital Arts** – 2 samples.
  - **ART 113 Introduction to Drawing** – 2 samples.
  - **ART 115 Introduction to Design** – 2 samples.
  - **ART 123 Introduction to Painting** – 2 samples
- OR -
- **ART 116 Introduction to 3D Composition** (formerly ART 106 Introduction to Sculpture) – 2 samples
  - **ART 101 Introduction to Visual Arts**. No samples required.

\_\_\_\_\_ **INTERFACE DESIGN**

- **ART 107 Introduction to Photography** – 2 samples.
- **ART 112 Introduction to Digital Arts** – 2 samples.
- **ART 113 Introduction to Drawing** – 2 samples.
- **ART 115 Introduction to Design** – 2 samples.
- **ART 101 Introduction to Visual Arts**. No samples required.

7. \_\_\_\_\_ **UH Portal Transcript** *Please place your transcript inside your portfolio.*  
Print a copy of your academic transcript, showing courses taken and grades earned, for all coursework taken within the UH system. This transcript can be printed from the MyUH portal.

8. \_\_\_\_\_ **Essay** *Please place your essay inside your portfolio.*

**This completed Admissions Procedure Check List, the portfolio, MyUH portal transcript and the essay must be submitted by the April 1 deadline.** Please deliver all materials to the New Media Arts counselor, Steve Harris, in 'Ilima 104. For more information, call Steve at 734-9510.

**The completed Application for Selective Admission Program (ASAP) must be completed and submitted to KISC in Ilima 102 by the April 1 deadline.**

*Please note:*

- Students with a GPA below 2.0 or on probation/suspension at Kapi'olani Community College will not be considered for selection or admission to the program.
- Admission to New Media Arts is competitive. Kapi'olani Community College is a state-funded institution and residents of Hawai'i are considered before non-residents for high demand programs such as NMA.