

# Global Jazz Studies Supplemental Application Worksheet For UCLA Change of Major Applicants Fall 2019

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

The Global Jazz Studies major accepts applications from current UCLA students once a year, during Fall quarter. UCLA students cannot change majors to or add a second major in Global Jazz Studies at any other time or by any other process than that described in this document. Additionally, please note that current UCLA students are considered for admission to the Global Jazz Studies major on a competitive basis. Admission into this major is contingent upon enrollment availability in the major, as well as satisfactory completion of university and department requirements.

Current UCLA students applying for a change of major to the Global Jazz Studies major must meet with program advisor Allison Taka by **Friday, November 30, 2018**. Contact Allison Taka at [ataka@schoolofmusic.ucla.edu](mailto:ataka@schoolofmusic.ucla.edu) to schedule an appointment. Students must bring a completed [Program Change 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.

Beginning November 2, 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](mailto:admissions@schoolofmusic.ucla.edu).

Supplemental material must be uploaded to the supplemental application website by **Wednesday, December 12, 2018 (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 (i.e. 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](mailto:admissions@schoolofmusic.ucla.edu).

## Global Jazz Studies Supplemental Application – Required Material

### 1. Questionnaire for Undergraduate Applicants

- Confirm Contact Information
- Survey Question: *How did you learn about the Global Jazz Studies major at UCLA?*
- Academic History [see page 3 of worksheet]
- Awards/Honors/Internships/Activities/Experience [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

Please answer all three of the following prompts. You will have 4500 characters (including spaces) / approximately 750 words. It is recommended that you write your statement in a separate word processing program, then copy and paste it into the online application.

- What are your reasons for wishing to enroll in the B.A. in Global Jazz Studies? What do you expect from the program? What are your professional or career goals?
- Briefly describe your musical background and performance skills. Music courses you have taken may be included.
- Indicate any special training or experiences that might be relevant to the study of jazz from a global perspective.

### 4. Performance Resume (Optional)

List major experiences in music as a performer, composer/arranger, conductor, teacher, etc. (type of activity & role). List a few representative works that indicate your level of proficiency and versatility as a musician.

#### Format Guidelines:

**File type accepted:** PDF

Four (4) pages maximum

Page size: 8.5"x11"

**Maximum file size:** 20MB

## Academic History

### Schools Attended

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

<b>School Name</b>	<b>City</b>	<b>State</b>	<b>Date</b>	<b>to Date</b>
			(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:

<b>School Name</b>	<b>Course #</b>	<b>Subject and/or Course Title</b>	<b>Units</b>
<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:

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

## Awards/Honors/Internships/Activities/Experience

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

<b>Type</b>	<b>Title/Description</b>	<b>Date</b> (yyyy)
<i>Example: Award</i>	<i>1<sup>st</sup> Place: County Competition</i>	<i>2014</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 Global Jazz Studies Interdepartmental Program at UCLA.
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.