Architecture & Interior Design

ADMISSIONS & PROGRAM GUIDE
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Interior architecture is a discipline rooted in the idea that the creation of interior space has an intrinsic creative allegiance to architectural thinking. It emphasizes ideas of spatial design over stylistic affinities and explores how architectural space can be artfully and practically enhanced for human use. It embraces scale, proportion, geometry, light, materials, textures and color as opportunities for improving everyday experience and for connecting with the human spirit. Standing at the nexus of architecture, interior design and environmental conservation, the practice of interior architecture is dedicated to creating innovative solutions for a sustainable future.
CERTIFICATE IN INTERIOR DESIGN

The UCLA Extension Architecture and Interior Design Certificate program consists of 18 classes (82 units) and provides a basic foundation level of education in Interior Design. The Interior Design Certificate is the only program in the nation leading to a Master of Interior Architecture degree that is offered on a continuing education basis. Our program meets the I-20/F1 Visa requirements.

What our Certificate Program offers:

- **Open enrollment**: Students are able to enroll in classes from the moment they are available until the first day of class. If a class is full, students are added to a waitlist and are advised to attend the first day of class just in case a seat becomes available.

- **Flexible class loads and scheduling**: We provide evening and online classes for those who work full-time or have other obligations that conflict with a daytime school schedule.

- **Transfer credits**: If you have taken architecture, art, or design-related courses at other institutions, you may qualify for Advanced Standing. To determine what transfer credits you may qualify for, you will need to make an appointment with the Program Advisor by submitting a request online.

- **Distinguished instructors** who are practicing professionals in interior design, architecture, or fine arts.

- **NCIDQ examination eligibility** after a higher amount of required work experience.

- **Internships, mentorships, and job placement opportunities** set up through our Program Advisor.

- **Diverse curriculum** provides essential skill sets for going on to advanced degree classes.

Students can begin the Certificate Program at any quarter of the year. A full-time student enrolls in three courses per quarter and can complete the program in one and a half years (6 quarters). Part-time students may take one or two courses per quarter and complete the program at their own pace. When quarterly schedules become available, students can register online or by calling the UCLA Extension Registration office at (310) 825-9971.

Students who complete the Certificate with a grade point average of 3.0 or better and have completed a 4-year Bachelor’s Degree program are eligible for the Master of Interior Architecture degree. Please see the Masters of Interior Architecture for more details.
Certificate Program Requirements:
Establishing Candidacy in the Certificate program is required in order to receive a Certificate of Completion or Advance Standing for transfer credit received from another institution. Students must establish candidacy prior to enrolling in their sixth course in the program. As a candidate, students will have exclusive access to a set of resources & benefits including:

- Full-Time Counselor dedicated to working individually with each student.
- Priority spot on waitlists over non-candidate students.
- Access to the Job + Internship listings as a benefit just for Certificate students.
- Resource Library featuring reference books, product samples, literature, and periodicals.
- Class Credit available in exchange for duties performed as a Teaching Assistant or Librarian.
- BruinCard available for a $10 fee, for the duration of the program.

Certificate Candidacy
The Interior Design Candidacy Fee is $250, non-refundable, non-transferable, and valid for four years. If your candidacy status has expired after four years, it can be renewed annually for a fee of $50. To establish candidacy, click here and select “Enroll Now” or call the Registration office at (310) 825-9971. The Candidacy Reg# is CF573.

Please note: International Students are required to attend at a full-time pace (minimum of 12 units per quarter) and must establish Candidacy before starting classes. To apply for Candidacy as an International Student, click here. For more information, please visit the International Students Center or call (310) 825-9351.
**Prerequisite Foundation Level Courses**

Although it is recommended that students become candidates when beginning the program, they may take up to five courses before establishing candidacy. Also, advanced standing may be granted, subject to review by the Program Advisor, to qualified candidates for educational work done prior to the completion of their first course in this program.

Students who complete the Certificate with a grade point average of 3.0 or better and have a Bachelor’s Degree are eligible for the Master of Interior Architecture degree. Please see the Masters of Interior Architecture for more details. All courses must be taken “For Credit-Letter Grade” and must be completed with a grade of “B” or better to count toward the Master’s Degree.

**Early Bird Pricing**

Many of our courses feature 2-tier pricing with an early fee assessed until 11:59pm the night the fee changes. Fees typically go up 1 month before the course start date. Promotional discounts, such as those provided by the UC Alumni Association, must be claimed at the time of enrollment. Enter your promotion code on the web when prompted to do so or provide the code to the enrollment agent when enrolling by phone.

If you qualify for more than 1 discount, choose the discount that offers the greatest fee-waiver; you cannot compound discounts. When you enroll online, the system calculates the most advantageous pricing possible, taking into consideration the date, pricing options, and terms of any promotional discounts.
The UCLA Extension Certificate of Interior Design consists of 18 classes (82 units) and provides a basic foundation level of education in Interior Design. The Certificate program is the only one in the nation leading to a Master of Interior Architecture degree that is offered on a continuing education basis.

### 1st Quarter
- **X 438** Fundamentals of Interior Architecture
  - Prerequisite: None
  - Units: 4

- **X 467.17A** Design Communication I
  - Prerequisite: None
  - Units: 6

- **X 454A** Elements of Design I
  - Prerequisite: None
  - Units: 4

### 2nd Quarter
- **X 452** Color Theory and Application
  - Prerequisite: Design Communication I
  - Units: 4

- **X 466E** Design Communication II
  - Prerequisite: Design Communication I
  - Units: 6

- **X 454B** Elements of Design II
  - Prerequisite: Elements of Design I
  - Units: 4

### 3rd Quarter
- **X 468.20** Digital Presentation I: Photoshop/Illustrator
  - Prerequisite: None
  - Units: 4

- **X 466F** Design Communication III
  - Prerequisite: Design Communication II
  - Units: 6

- **X 427.8A** History of Environmental Arts: Part I
  - Prerequisite: All courses through 4th Quarter
  - Units: 4

### 4th Quarter
- Choose one:
  - **X 468.5A** Digital Presentation II: 2D AutoCAD
    - Prerequisite: Digital Presentation I
    - Units: 4
  - or
  - **X 468.13A** Revit Architecture I
    - Prerequisite: Digital Presentation I
    - Units: 4

- **X 427.7** Surface Materials
  - Prerequisite: All courses through 3rd Quarter
  - Units: 4

- **X 427.8B** History of Environmental Arts: Part II
  - Prerequisite: None
  - Units: 4

### 5th Quarter
- Choose one:
  - **X 468.5B** Digital Presentation III: 3D AutoCAD
    - Prerequisite: Digital Presentation II
    - Units: 4
  - or
  - **X 468.13B** Revit Architecture II
    - Prerequisite: Revit Architecture I
    - Units: 4

- **X 433** Interior Architecture Studio I
  - Prerequisite: Space Planning/Human Factors
  - Units: 6

- **X 427.8C** History of Environmental Arts: Part III
  - Prerequisite: None
  - Units: 4

### 6th Quarter
- **X 467.15** Lighting Design
  - Prerequisite: All courses through 4th Quarter
  - Units: 4

- **X 430A** Interior Architecture Studio II
  - Prerequisite: Interior Architecture Studio I
  - Units: 6

- **X 427.8D** History of Environmental Arts: Part IV
  - Prerequisite: None
  - Units: 4
Certificate Program FAQs

Why choose a certificate over another degree?
Certificates are ideal if you want specific, practical knowledge in a particular field. They offer a focused course of study balancing theory and practice with an emphasis on real-world experience.

By contrast, many graduate degrees focus on theory. Because completing a certificate program can take less time and significantly less money than a graduate degree, it's also an ideal way to quickly improve your professional skills, gain practical training, or explore alternate careers.

In addition, most of UCLA Extension’s certificate programs offer open enrollment, meaning you will not have to take preliminary standardized tests, compete for enrollment, or have a certain GPA for admission.

What's the difference between a Certificate and a Sequential Program?
Certificate Programs consist of a sequence of courses of at least 140 credit-bearing hours, which provides instruction in a coherent body of knowledge within a specialized field.

Successful completion leads to the award of a formal academic testimonial, appearing on the student’s transcript and commemorated by a University gold-seal certificate document signed by the Dean of UCLA Extension. All certificate program curricula have been approved by the appropriate dean or faculty of a UCLA or UC school, department, or college. Completion of a certificate program may also be accompanied by a public announcement of the award.

All courses offered in both certificate and sequential programs have been approved by the UCLA Academic Senate. For certificate programs, the full curriculum (in addition to individual courses) also meets University of California guidelines. Typically the academic level of certificate or sequential programs is post-baccalaureate.

Sequential Programs are sequences of courses, often with fewer than 140 credit-bearing hours, providing relevant instruction in a particular area. However, sequential curricula have not been approved for formal academic testimonial, nor will their completion appear on a student’s transcript.

All courses in sequential programs have been approved by the UCLA Academic Senate. Students paying Sequential Program fees are eligible for academic counseling services from the department offering the classes.

How do employers perceive UCLA Extension's certificates?
Employers worldwide recognize the value of ongoing training and up-to-date skills. Certificate programs—focused study sequences that combine theory with practical knowledge—are typically very well received by employers, and can be a significant consideration for hiring and promotion. In addition, because certificate program curriculum is reviewed at least every 5 years, and frequently developed by accredited professional organizations, state commissions and board, employers can rest assured of relevant, current topic coverage in the classroom.

I'm an international student; can I enroll in a certificate program?
Yes, many of our certificate programs are suitable for international students, who can study here while on an F-1 visa. For details, see our International Students section here.

When and how do I enroll in classes?
There is no application or formal paperwork that is required to start the certificate program. You simply sign up for classes based on the order outlined in the Quarterly Curriculum Sequence. Use this chart to map out which classes you should be enrolling in per quarter in order to efficiently progress through the program. All Arc+ID classes are offered every quarter (except for the History classes, see chart for details) so you can start the program at any quarter! Registration usually begins a month and a half before the quarter starts. Check the Academic Calendar for important quarter and registration start dates. For instructions on how to enroll in classes, click here.

Once I'm enrolled in classes, am I automatically eligible to receive my certificate?

Students can take up to 5 classes in the Arc+ID program before they establish candidacy. The Interior Design Candidacy Fee is $250, non-refundable, non-transferable, and valid for four years. To establish candidacy, click here and select “Enroll Now” or call the Registration office at (310) 825-9971. The Candidacy Reg# is CF573. Please note: International Students must establish Candidacy before starting classes. To apply for Candidacy as an International Student, click here. For more information, please visit the International Students Center or call (310) 825-9351.

If your candidacy status has expired after four years, it can be renewed annually for a fee of $50.

We suggest you first try a couple of program courses; however we encourage you establish your candidacy as soon as you have decided to pursue the program. By doing so, you’ll “lock in” your course requirements (which are
otherwise subject to change) for the duration of your candidacy.

To ensure you have the most up-to-date instruction available, all courses typically must be completed within 5 years of your completion. During your candidacy, should program requirements change, you won’t have to take additional courses to meet any new requirements.

In addition, candidate students will have exclusive access to a set of resources & benefits including:

- Full-Time Counselor dedicated to working individually with each student.
- Priority spot on waitlists over non-candidate students.
- Access to the Job + Internship listings as a benefit just for Certificate students.
- Resource Library featuring reference books, product samples, literature, and periodicals.
- Class Credit available in exchange for duties performed as a Teaching Assistant or Librarian.
- BruinCard available for a $10 fee, for the duration of the program.
- Advance notice of upcoming course and new quarter enrollments before the general public.

How many courses can I take a quarter? Can I skip a quarter?
You can take as many courses as you feel you can handle during a quarter. Most students who work full-time take 1 per quarter. You are free to skip a quarter, and you have 5 years from the date of your candidacy acceptance to complete your certificate.

Can I take certificate courses if I haven’t filed for candidacy?
In general, yes. There are some exceptions such as courses and internships reserved exclusively for our certificate candidates; check individual course listings for exceptions.

I’ve taken similar courses elsewhere—can they apply toward my certificate?
If you’ve completed courses at an accredited U.S. college that seem to be equivalent, you can petition to apply your prior coursework towards your certificate. Upon acceptance of your petition, an amount up to a maximum of 25% of the unit in your program may be advanced, and specific required courses may also be waived. Petitions for advanced standing and course waivers must be made within the first quarter of the certificate program. Click here to contact your Certificate Program Advisor for more details.

Since I never went to college will I be able to handle the course work?
You do not need a college (bachelor’s) degree to enroll in the Interior Design Certificate program. Most certificate program courses are at the academic level of post-baccalaureate (college/bachelor’s degree) or some may be at the level of undergraduate major sequences. While most advanced courses typically have prerequisites, we usually offer introductory courses you can take if you’re at a beginning level or need to refresh your knowledge. Typically you can also try a course to see if you’re comfortable with the level. Your Certificate Programs Advisor can work with you to plan your curriculum and review any potential transfer or substitution courses, depending on your academic background and professional accomplishments.

**Can I take a course toward a certificate if it’s not listed as part of the requirements?**

Only approved program courses count toward your certificate program. If you are considering a course outside the established curriculum for which you would like credit towards your certificate, discuss it ahead of time and seek pre-approval from your Certificate Programs Advisor.

**Can I take courses towards my certificate on a passed/not passed status?**

No. All courses taken for a certificate program must be taken for a letter grade. A grade of “C” or better is required for the course to count towards the certificate.

**Can I take concurrent enrollment courses?**

In special cases, you may be approved to take concurrent enrollment courses to satisfy your certificate requirements, however you must obtain approval from your Certificate Programs Advisor prior to enrolling.

**Is job placement available with my certificate program?**

Candidacy students in the Interior Design program have exclusive access to the Job + Internship Opportunity listings on our website. Access expires 90 days after your account is created, however eligible students can renew their account at any time by contacting the Arc+ID office at arc_id@uclaextension.edu or call (310) 825-9061.

Additionally, your coursework will provide you with opportunities to network with instructors and other students, many of whom are working professionals. Professional associations also frequently advise us on our certificate programs, and may hold events or programs such as career fairs.
Certificate Graduation

Visit UCLA Extension's Certificate Graduation Ceremony webpage for additional details: [https://www.uclaextension.edu/graduation/Pages/default.aspx](https://www.uclaextension.edu/graduation/Pages/default.aspx)

Attend the Graduation Ceremony

1. Confirm Eligibility
Eligible students must have completed their certificate between Fall and Summer.* Make sure you’ve met the eligibility requirements to attend graduation by contacting your academic department.

2. Sign-Up and Opt-In
You can opt-in for graduation at [My Extension](https://www.uclaextension.edu/graduation/Pages/default.aspx). Students must fill out an [Intent to Graduate](https://www.uclaextension.edu/graduation/Pages/default.aspx) form and email it to Nicholas Sitter (nsitter@uclaextension.edu).

3. Buy Tickets
- Tickets are required to attend the graduation ceremony, and are available for purchase at the UCLA Central Ticket Office beginning in May.
- Each student is given one (1) complimentary ticket.

Guest Tickets
- Students may purchase up to four (4) additional tickets at $20 each.
- Graduates and guests must have tickets to be admitted to Royce Hall.
- Please note that seating capacity at Royce Hall is limited (1800 seats).

*Students will receive an invitation to one graduation. Only students who have not attended a previous UCLA Extension graduation ceremony are eligible to attend.

Questions?
Email [graduation@uclaextension.edu](mailto:graduation@uclaextension.edu), or call (310) 825-2674.
### Intent to Graduate Form

If you plan to graduate from the Interior Design Certificate Program within the next few quarters, you must supply the following information:

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<td><strong>STUDENT ID NUMBER</strong></td>
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Please print your name here exactly how you want it to appear on your certificate:

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**On what date do you expect to complete the Certificate Program?**

- Are you a current Student Chapter Member of ASID?  □ YES □ NO
- Are you a current Student Chapter Member of IIDA?  □ YES □ NO
- Are you currently working in the field of Interior Design?  □ YES □ NO

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<td><strong>CITY/STATE/ZIP</strong></td>
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<td><strong>NAME &amp; TITLE OF SUPERVISOR</strong></td>
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<td><strong>EMAIL ADDRESS</strong></td>
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<td><strong>HOW MANY HOURS PER WEEK?</strong></td>
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Complete and return this form to the Arc+ID office. There is no fee required.

- **mailing address:** UCLA Extension Architecture & Interior Design 1010 Westwood Blvd, Suite 211 Los Angeles, CA 90024
- **phone:** (310) 794-3747
- **fax:** (310) 794-3766
- **email:** arc_id@uclaextension.edu
The Master of Interior Architecture is a professional degree (M. INT. ARCH.) and is ranked in the Top 3 in the DesignIntelligence “Top Interior Design Schools in the Western Region.” The Master’s program consists of 63 units of advanced topics in interior architecture and is accredited by the Council for Interior Design Accreditation (CIDA) and by the Western Association of Schools and Colleges (WASC).

What our Master’s Program Offers:
This program is offered collaboratively by UCLA Extension and Cal Poly Pomona. At Cal Poly, this degree program is provided by the College of Environmental Design and administered by the College of the Extended University. The classes are taught at UCLA Extension facilities in Westwood, Los Angeles.

- **Transfer credits**: If you have taken architecture, art, or design-related courses at other institutions, you may qualify for Advanced Standing. To determine what transfer credits you may qualify for, you will need to make an appointment with the Program Advisor by submitting a request online.

- **Quarterly admission** allows students to apply at three quarters of the academic year (excluding Summer Admissions).

- **Distinguished instructors**—all practicing professionals in interior design, architecture, or fine arts.

- **Internships, mentorships, and job placement opportunities** set up through our Program Advisor.

- **Scholarship & federal financial aid opportunities**.

The primary goal of the Master’s program is to provide an opportunity for individuals with a minimum of a bachelor’s degree to pursue a rigorous program of part-time study that
prepares them to enter the field of interior design incorporating the highest standards of professional practice. The program particularly serves career-change students seeking to fulfill a lifelong dream of becoming interior design professionals.

**Master’s Program Requirements:**

Admission to the Master of Interior Architecture degree program requires a **Bachelor’s degree** with a minimum 3.0 **undergraduate GPA** and **completion of the 82 prerequisite units (Certificate/Foundation Level) or equivalent**. Applicants who do not meet these criteria may be admitted on a conditional basis if evidence of compensating qualifications is furnished. The Master of Interior Architecture does not require Graduate Exams, however, you may be asked to provide them in certain circumstances.

We welcome students from varied academic backgrounds, including non-design disciplines. If your degree is in a field other than design, you must complete the Foundation Level first in order to be eligible for the Master’s Level. A bachelor’s degree in Interior Design is not required for admission into the Master’s program.

Applicants with no previous study in interior design or architecture must complete the Foundation Level prerequisite classes before applying to the Master’s level. The 82 prerequisite units are offered through the **Interior Design Certificate curriculum**.

Applicants who do have an undergraduate degree in interior design, architecture, or similar design-related field may be eligible to bypass the Foundation Level prerequisites and apply directly to the Master’s level. **Before applying to the program, a transcript evaluation is required in order to qualify for Advanced Standing.** To schedule an appointment with the Program Advisor, please submit a request **online**.

**Applying to the Master’s Program:**

Unlike the open-enrollment format of the Certificate program, prospective Masters students must complete an application and submit additional documents in order to be evaluated for admission into the program. **For detailed information about applying to the Master’s Program, please see the Master of Interior Architecture Application Requirements.**
Required Application Materials

If you are applying as an International Student, please refer to the Cal Poly Pomona Admission Requirements for International Students for further instructions. Please note: You will only need to submit those items to Cal Poly Pomona and are not required to send them to UCLA Extension. However, in addition to those items, you are still required to provide the application materials listed below.

1. **Completed application form** — To begin your MIA application, please proceed to the CSU Graduate Online Application and choose the appropriate application form. Please note: A printed copy of your application must be included in the documents you send to UCLA Extension. However, in addition to those items, you are still required to provide the application materials listed below.

2. **Official transcripts from all undergraduate university coursework** — All transcripts must be originals. Transcripts sent electronically are unacceptable. All transcripts are to be sent directly from your undergraduate university to the Office of Admissions & Outreach. Unopened transcripts sealed in an officially marked university envelope are acceptable as hand-delivered or forwarded methods of delivery. For further assistance or to speak with an International Student Advisor in the Office of Admissions & Outreach, please call (909) 869-5299.

3. **TOEFL scores (for those whose native language is not English)** — A minimum TOEFL score of 550 (paper-based), 213 (computer-based), or 80 (Internet) is required. TOEFL scores must be sent from the testing agency. We do not accept electronic reporting systems. Please refer to the Cal Poly Pomona International Student website or call (909) 869-2036 for more information.

4. **$55 admissions application fee** — Credit card payment option available upon submission of online application. Check or money order payable to CSU Pomona.

**Mail items 1-4 to:** Office of Admissions & Outreach California State Polytechnic University, Pomona 3801 W. Temple Avenue Pomona, CA 91768

5. **Statement of purpose** — Please explain your interests, motivations, and goals in pursuing a professional degree. The statement of purpose should not exceed 750 words and should be submitted as a separate item from what is
submitted on the online application form.

6. **Three (3) letters of recommendation**
   — These letters can be from individuals in a position to assess your potential for either the interior design profession or a master’s level academic program.

7. **Portfolio** — Your portfolio must include visual work illustrating your creative or analytical abilities in written, graphic, or mathematical form. The portfolio should be no larger than 9″x12″ bound. Do not send original material. Electronic portfolios will not be accepted. If you would like to have your portfolio returned to you after the reviewing process, you must include a prepaid return envelope with your packet. Portfolios are not required for students who have completed Studio I & II in the Foundation Level.

**Mail copies of items 1-4 plus items 5-7 to:** UCLA Extension MIA Degree Program 10995 Le Conte Avenue, Suite 414 Los Angeles, CA 90024-1333

To help you keep track of the documents you submit, please print the MIA Application Checklist and include a completed copy with your application packet. You can send all of your documents in one package or send each document separately; we will keep an application materials file for you and contact you once all of the required materials are received.

If you are a current MIA student and would like information on registering for classes, course schedule information, help with your Bronco account, and more, please visit [Cal Poly Pomona Department of Architecture, College of Environmental Design](https://www.calpoly.edu/).
Master of Interior Architecture  
Application Checklist

To ensure all required application materials are sent to the correct address, please complete this checklist. Keep a copy for yourself and send a completed copy with your application materials.

Last Name: __________________________________ First Name: _________________________________

Please print your legal name as it appears on all transcripts

Preferred Name (if different from above): ______________________________________________________

Phone Number: ___________________ E-mail Address: ________________________________

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<td>Completed Online Application</td>
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<td>$55 Application Fee</td>
<td>Statement of purpose</td>
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<td>Bachelor degree official transcript</td>
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For more information about the application process, please visit [arcid.uclaextension.edu](arcid.uclaextension.edu)

Office of Admissions and Outreach  
Cal Poly Pomona  
3801 West Temple Avenue  
Pomona, CA 91768

UCLA Extension  
MIA Degree Program  
10995 Le Conte Ave., Suite 414  
Los Angeles, CA 90024
**Program Curriculum:**

The curriculum for the Master of Interior Architecture requires the completion of 11 Advanced Level courses (55 units) plus 8 units of elective credit, specialization credit, internship credit, or a combination of the three categories (63 total units). Full-time students can complete the program in 4 quarters, or 1 year. Upon admission into the program, students are required to register for some classes through Cal Poly Pomona’s BroncoDirect system.

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<td>Commercial Design</td>
<td>Special Topics</td>
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<tr>
<td><strong>X 427.20/INA 542</strong></td>
<td><strong>X 497/INA 590</strong></td>
</tr>
<tr>
<td>◆ <em>Understanding Building Codes</em></td>
<td>Research &amp; Programming Methodologies</td>
</tr>
<tr>
<td>No Prerequisites</td>
<td>Prerequisites: Interior Architecture Studio III &amp; Understanding Building Codes</td>
</tr>
<tr>
<td>(3 units)</td>
<td>(4 units)</td>
</tr>
<tr>
<td><strong>X 443.16/INA 661</strong></td>
<td><strong>X 467.27B/INA 622</strong></td>
</tr>
<tr>
<td>◆ <em>A Survey of the Decorative Arts</em></td>
<td>Interior Detailing and Building Systems</td>
</tr>
<tr>
<td>Prerequisites: History I &amp; II or consent of program advisor</td>
<td>Prerequisites: All courses through 5th Quarter of Foundation Level</td>
</tr>
<tr>
<td>Offered in Summer &amp; Winter Quarter only</td>
<td>(6 units)</td>
</tr>
<tr>
<td>(4 units)</td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td><strong>Electives</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>X 498.1/INA 691</strong></td>
<td><strong>X 498/INA 695</strong></td>
</tr>
<tr>
<td>◆ <em>Master's Project: Interior Architecture Studio</em></td>
<td>◆ <em>Master's Project: Interior Architecture Documents</em></td>
</tr>
<tr>
<td>Prerequisites: Interior Architecture Studio IV &amp; Research &amp; Programming Methodologies</td>
<td>Prerequisites: Master's Project: Interior Architecture Studio &amp; Research &amp; Programming Methodologies</td>
</tr>
<tr>
<td>(8 units)</td>
<td>(8 units)</td>
</tr>
<tr>
<td><strong>X 497.4/INA 671</strong></td>
<td><strong>X 498.2/INA 672</strong></td>
</tr>
<tr>
<td>◆ <em>Business Strategies</em></td>
<td>◆ <em>Project Management</em></td>
</tr>
<tr>
<td>Prerequisites: Interior Architecture Studio II or consent of program advisor</td>
<td>Prerequisites: Interior Architecture Studio III or consent of program advisor</td>
</tr>
<tr>
<td>(4 units)</td>
<td>(4 units)</td>
</tr>
<tr>
<td><strong>X 467.55/INA 531</strong></td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td>◆ <em>Ecology of Design</em></td>
<td></td>
</tr>
<tr>
<td>No Prerequisites</td>
<td></td>
</tr>
<tr>
<td>Offered in Spring &amp; Fall Quarter only</td>
<td></td>
</tr>
<tr>
<td>(2 units)</td>
<td></td>
</tr>
</tbody>
</table>

**Programming Notes:**

- Some Master’s Level courses, including the Master’s Studio & Documents courses, are not offered every quarter. Class scheduling may not necessarily lead to completion in 1 year.
- Classes marked with ◆ are restricted to only MIA students. Registration through Cal Poly Pomona’s BroncoDirect System is required.
- *Eight total elective units required for completion of Master’s Level. A maximum of two units for one internship can be used towards this requirement. Elective courses can be taken at any quarter. Check catalog for available electives.*
**Electives**

Eight (8) total elective units required for completion of the Master’s Level. Elective unit credit includes 1 Internship (2 units) and Specialization Studios (6 units). Electives can be taken at any quarter. Elective credit does not count towards the Certificate of Interior Design, but students may still take electives in the Foundation Level and the credit will carry over when they apply to the Master’s Program.

The courses listed below are all the electives we offer in our program, however, Specialization Studios and other electives may not be offered every quarter. Check course listing information for availability.

<table>
<thead>
<tr>
<th>Professional Development</th>
<th>Home Decorating &amp; Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>X 467.11A/INA 560</td>
<td>X 406.6/INA 538</td>
</tr>
<tr>
<td><strong>Photographing Architecture &amp; Interiors</strong> <em>(4 units)</em></td>
<td><strong>Residential Remodeling</strong> <em>(3.25 units)</em></td>
</tr>
<tr>
<td>X 467.75</td>
<td>X 443.40</td>
</tr>
<tr>
<td><strong>Sustainable Building Systems &amp; Materials</strong> <em>(4 units)</em></td>
<td><strong>Accessories for Residential Interiors</strong> <em>(2 units)</em></td>
</tr>
<tr>
<td>X 468.6A</td>
<td>X 443.45</td>
</tr>
<tr>
<td><strong>SketchUp</strong> <em>(2 units)</em></td>
<td><strong>Feng Shui for Designers &amp; Architects</strong> <em>(2 units)</em></td>
</tr>
<tr>
<td>X 468.6B</td>
<td>X 461.4/INA 539</td>
</tr>
<tr>
<td><strong>Advanced SketchUp</strong> <em>(2 units)</em></td>
<td><strong>Furniture Design</strong> <em>(4 units)</em></td>
</tr>
<tr>
<td>X 497.10</td>
<td><strong>Internship &amp; Independent Study</strong></td>
</tr>
<tr>
<td><strong>Interior Design Law I</strong> <em>(2 units)</em></td>
<td></td>
</tr>
<tr>
<td>X 497.11</td>
<td>X 473/INA 615</td>
</tr>
<tr>
<td><strong>Interior Design Law II</strong> <em>(2 units)</em></td>
<td><strong>Professional Internship</strong> <em>(2 units)</em></td>
</tr>
<tr>
<td>X 498.10</td>
<td>INA 591</td>
</tr>
<tr>
<td><strong>Advanced Portfolio and Presentation Techniques</strong></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Interior Architecture Studio II or consent of program advisor</td>
<td></td>
</tr>
<tr>
<td><em>(4 units)</em></td>
<td><strong>Independent Study</strong> <em>(1-4 units)</em></td>
</tr>
</tbody>
</table>

**Program Cost:**

Application Fee: $55

Estimated Program Tuition: $31,500*

Estimated Program Textbook/Materials: $4,000

Estimated Total Cost: $35,500

*Price per unit: $500. Elective costs vary
### Certificate Program Prerequisite Foundation Level Courses

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course #</th>
<th>Units</th>
<th>Early Fee</th>
<th>Regular Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Interior Architecture</td>
<td>X 438</td>
<td>4</td>
<td>525</td>
<td>579</td>
</tr>
<tr>
<td>Design Communication I</td>
<td>X 467.17A</td>
<td>6</td>
<td>660</td>
<td>725</td>
</tr>
<tr>
<td>Design Communication II</td>
<td>X 466E</td>
<td>6</td>
<td>660</td>
<td>725</td>
</tr>
<tr>
<td>Design Communication III</td>
<td>X 466F</td>
<td>6</td>
<td>660</td>
<td>725</td>
</tr>
<tr>
<td>Elements of Design I</td>
<td>X 454A</td>
<td>4</td>
<td>660</td>
<td>725</td>
</tr>
<tr>
<td>Elements of Design II</td>
<td>X 454B</td>
<td>4</td>
<td>660</td>
<td>725</td>
</tr>
<tr>
<td>Color Theory &amp; Application</td>
<td>X 452</td>
<td>4</td>
<td>660</td>
<td>725</td>
</tr>
<tr>
<td>Digital Presentation I: Photoshop/Illustrator</td>
<td>X 468.20</td>
<td>4</td>
<td>835</td>
<td>925</td>
</tr>
<tr>
<td>Digital Presentation II: 2D AutoCAD/Revit Architecture I</td>
<td>X 468.10/X468.13A</td>
<td>4</td>
<td>835</td>
<td>925</td>
</tr>
<tr>
<td>Digital Presentation III: 3D CAD/Revit Architecture II</td>
<td>X 468.5/X468.13B</td>
<td>4</td>
<td>835</td>
<td>925</td>
</tr>
<tr>
<td>Surface Materials</td>
<td>X 427.7</td>
<td>4</td>
<td>660</td>
<td>725</td>
</tr>
<tr>
<td>Lighting Design</td>
<td>X 467.15</td>
<td>4</td>
<td>660</td>
<td>725</td>
</tr>
<tr>
<td>Interior Architecture Studio I</td>
<td>X 433</td>
<td>6</td>
<td>699</td>
<td>765</td>
</tr>
<tr>
<td>Interior Architecture Studio II</td>
<td>X 430A</td>
<td>6</td>
<td>699</td>
<td>765</td>
</tr>
<tr>
<td>History of Environmental Arts: Part I</td>
<td>X 427.8A</td>
<td>4</td>
<td>660</td>
<td>725</td>
</tr>
<tr>
<td>History of Environmental Arts: Part II</td>
<td>X 427.8B</td>
<td>4</td>
<td>660</td>
<td>725</td>
</tr>
<tr>
<td>History of Environmental Arts: Part III</td>
<td>X 427.8C</td>
<td>4</td>
<td>660</td>
<td>725</td>
</tr>
<tr>
<td>History of Environmental Arts: Part IV</td>
<td>X 427.8D</td>
<td>4</td>
<td>660</td>
<td>725</td>
</tr>
</tbody>
</table>

**Foundation Level Sub-Total**

|                      |            | 82    | **$12,348** | **$13,584** |

### Master's Program Advanced Level Courses

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course #</th>
<th>Units</th>
<th>Early Fee</th>
<th>Regular Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Architecture Studio III</td>
<td>X 430/INA 601</td>
<td>6</td>
<td>n/a</td>
<td>3,000</td>
</tr>
<tr>
<td>Interior Architecture Studio IV</td>
<td>X 471.19/INA 602</td>
<td>6</td>
<td>n/a</td>
<td>3,000</td>
</tr>
<tr>
<td>Understanding Building Codes</td>
<td>X 427.20/INA 542</td>
<td>3</td>
<td>n/a</td>
<td>1,500</td>
</tr>
<tr>
<td>A Survey of Decorative Arts</td>
<td>X 443.16/INA 661</td>
<td>4</td>
<td>n/a</td>
<td>2,000</td>
</tr>
<tr>
<td>Research and Programming Methodologies</td>
<td>X 497/INA 590</td>
<td>4</td>
<td>n/a</td>
<td>2,000</td>
</tr>
<tr>
<td>Interior Detailing and Building Systems</td>
<td>X 467.27B/INA 622</td>
<td>6</td>
<td>n/a</td>
<td>3,000</td>
</tr>
<tr>
<td>The Ecology of Design</td>
<td>X 467.55/INA 531</td>
<td>2</td>
<td>n/a</td>
<td>1,000</td>
</tr>
<tr>
<td>Business Strategies</td>
<td>X 497.4/INA 671</td>
<td>4</td>
<td>n/a</td>
<td>2,000</td>
</tr>
<tr>
<td>Project Management</td>
<td>X 498.2/INA 672</td>
<td>4</td>
<td>n/a</td>
<td>2,000</td>
</tr>
<tr>
<td>Master's Project: Interior Architecture Studio</td>
<td>X 498.1/INA 691</td>
<td>8</td>
<td>n/a</td>
<td>4,000</td>
</tr>
<tr>
<td>Master's Project: Interior Architecture Documents</td>
<td>X 498/INA 695</td>
<td>8</td>
<td>n/a</td>
<td>4,000</td>
</tr>
<tr>
<td>Electives</td>
<td>-</td>
<td>8</td>
<td>n/a</td>
<td>4,000*</td>
</tr>
</tbody>
</table>

**Master's Level Sub-Total**

|                      |            | 63    | **$31,500** |

**Total Number of Credits & Program Cost**

|                      |            | 145   | **$45,084** |

Note: The total program cost is based on regular registration prices and in-class course prices. It excludes textbook and supply costs as well as the Candidacy fee.

*Elective costs vary. This is an estimated total of 8 elective units.
Master of Interior Architecture FAQs

What is the Masters of Interior Architecture and how does it differ from a Certificate of Interior Design?

In Certificated Programs the curriculum focus is very specific, an approach similar to that of a Master’s program. Our Certificated Program provides a highly intense education in design principles and interior design. Students who receive their Certificate have the same standing when taking the NCIDQ examination as graduates from degree-granting institutions.

Through a unique partnership with Cal Poly Pomona, UCLA Extension now provides a rigorous curriculum leading to the Master of Interior Architecture Degree. Not only is our program fully accredited by the Council for Interior Design Accreditation (CIDA), it's the only one in the nation offered on a continuing education basis. This allows you to study at your convenience full time or part time and to apply for admission during any academic quarter.

Are the programs accredited?

Yes. UCLA is accredited by the Western Association of Schools and Colleges (WASC). Our programs were developed and are administered in accordance with Extension policy and the regulations of the Academic Senate of the University of California, and are accredited by CIDA.

My undergraduate degree is in a different field. Am I still eligible?

For admission to the Master of Interior Architecture program, an applicant must have received a baccalaureate degree in any field, have attained an overall undergraduate grade point average of at least 3.0 and have completed the 82 prerequisite units or their equivalent. An applicant who does not meet these criteria may be admitted on a conditional basis if evidence of compensating qualifications can be furnished.

My undergraduate degree is in Interior Design or a relate field. Can I apply directly to the MIA program?

Advanced standing is awarded on a case-by-case basis. Before applying to the program, a transcript evaluation by our Program Advisor is required in order to qualify for Advanced Standing. Be prepared to produce your transcripts, course descriptions, and a portfolio or samples of completed work. Click here to schedule an appointment online or call (310) 794-3747.

I've already taken some art and design courses at another school. May I get credit for them?

Advanced standing is awarded on a case-by-case basis. Before applying to the program, a transcript evaluation by our Program Advisor is required in order to qualify for Advanced Standing. Be prepared to produce your transcripts, course descriptions, and a portfolio.
or samples of completed work. Click here to schedule an appointment online or call (310) 794-3747.

What do I do if my undergraduate GPA is lower than 3.0?
An applicant who does not meet these criteria may be admitted on a conditional basis if evidence of compensating qualifications can be furnished.

Do I need to submit a portfolio if I've completed the prerequisite/Foundation Level at UCLA Extension?
Portfolios are not required for students who have completed Studio I & II in the Foundation Level.

Can I email my application materials?
Please send hard copies of all application materials to Cal Poly Pomona and UCLA Extension via regular mail.

Once I'm admitted to the program, can I take a quarter off from taking classes?
Students must maintain continuous Cal Poly Pomona enrollment in the degree program.

A lack of registration in degree coursework at Cal Poly Pomona for more than two quarters without an approved leave of absence will result in a discontinued status in the program and will require re-admission into the program. Enrolling in courses offered through UCLA Extension will not count towards residency requirements at Cal Poly Pomona, even though approved courses will count towards your MIA degree.

What will my diploma say when I graduate?
The Master of Interior Architecture degree is conferred by Cal Poly Pomona.

Is financial aid available?
Federal financial aid is available for the six Advanced Level courses offered through Cal Poly Pomona. Please visit the Financial Aid website for more information. In addition, three scholarships are available: The James R. Northcutt Scholarship (beginning and advanced), and the Howard Hirsch Design Scholarship. For more information, see scholarships.

Does the Master's program offer internship & job placement opportunities?
Students in the Master of Interior Architecture program have exclusive access to the Job + Internship Opportunity listings on our website. Access expires 90 days after your account is created, however eligible students can renew their account at any time by contacting the Arc+ID office at arc_id@uclaextension.edu or call (310) 825-9061.

Internships offer students the opportunity to work directly in a design office to obtain hands-on work experience. Interns also earn course credit. Local design firms request students for positions at a variety of levels. It is
not uncommon for students to be hired upon completion of their internship.

**I earned my Master's degree in Interior Architecture - can I now call myself an interior architect?**

It is important to understand the distinction between a title used for providing professional services and the name for an area of academic inquiry. Designers are not permitted to use the term “architect” or “interior architect” in describing themselves or their professional services, unless they are, in fact, licensed architects. This precedent has been established to clarify the areas of legal responsibility in a construction project. However, with regard to investigating the nature of design in an academic program, the use of the use of the term “interior architecture” is appropriate when it demonstrates a special commitment to a certain set of intellectual principles. With that distinction in mind, students should nevertheless be aware of the following rules:

Graduates from this program cannot legally call themselves interior architects and cannot legally say they practice interior architecture, unless they are licensed architects.

Under California law, there is no such title as interior architect or a separate scope of practice called interior architecture. In California, you are either an interior designer, a Certified Interior Designer or a licensed architect.

Any interior designer - Certified or not - who advertises architectural services is breaking the law unless you are licensed.

Do not hold yourself out as an architect or say that you do architectural design, or interior architecture, as it is unethical as well as unlawful, and you can be subject to an embarrassing citation and an expensive civil penalty from the California Architects Board.

Regardless of which interior design program you graduate from, you can only call yourself an interior designer or the legal title Certified Interior Designer but only when you have applied to, and been approved by CCIDC.

In addition, the title Certified Interior Designer and appellation CID are both protected by statute in California. It is unlawful to use them without first being Certified by CCIDC (meeting all CCIDC exam, education and experience requirements.) Note that passing a national examination which emphasizes the word Certified does not make you a Certified Interior Designer in California.

**What percentage of your graduates are working in the field?**

90% of our graduates are working full- or part-time as designers or in related industries.
If I have additional questions, do I need to make an appointment with the program advisor?

Most questions can be handled over the telephone by Arc+ID staff at the 1010 Westwood Center, (310) 794-3747 or at the Extension Administration Building, (310) 825-9061. You need to make an appointment only if you have a problem, want to discuss advanced standing, or are arranging an internship. To plan your courses of study, follow the curriculum sequence published each quarter in the UCLA Extension catalog.

Facts & Figures:

Enrollment Data for 2013

Retention Rate
Retention rate in 2013 for MIA students who began in 2012: **71%**

Graduation Rate
Graduation rate in 2013 for students who began in 2011: **62%** (2 year graduation rate)

Graduation rate in 2013 for students who began in 2010: **90%** (3 year graduation rate)

Job Placement Rate
Job placement rate for MIA students in 2013 (students employed within 180 days of completion in 2013): **95%**
Applying for Graduation

Graduate Students

Graduate Contracts must be on file in the Registrar's Office to process Graduation Checks. Students in all graduate programs (except Masters of Arts in Education) do not have to complete a Request for Graduation Check form. In lieu of having a graduation check, students in these programs will be able to access their Degree Progress Report. Once the approved Program of Study "Contract" has been received in the Registrar's Office from the Graduate Studies Office it will be reviewed by a Transfer and Graduation Advisor and noted on the DPR as the graduation check. 

For more information Applying for Graduation, click here.

Students must submit a graduation application through Bronco Direct by the appropriate deadline. Please visit the website for specific dates. The application is valid only for the quarter for which it is submitted. Students failing to submit their application by the appropriate deadline may be required to graduate in a future quarter.

Ready, Set, Graduate! - Presentation on the process of applying for graduation (PDF)

The Application for Graduation fee of $56.00 must be paid after submitting your Graduation Application online. Failure to pay the Graduation Application fee will result in a hold placed on the student's record, which will prevent future registration in Cal Poly Pomona classes or the ability to receive a Cal Poly Pomona official transcript and diploma.

Guide to paying Graduation Fees online (PDF)
More Information About the Graduation Process
**COMPUTER AIDED DRAFTING (CAD) COURSE REQUIREMENTS**

The Architecture and Interior Design Program CAD courses are fast-paced and complex; absence from any meeting is discouraged. The courses require at least 3 hours of computer work outside of class per week. Lab hours are not available; therefore, students must have access to their own hardware and software for the courses in which they enroll.

All Computer Aided Drafting (CAD) courses assume knowledge of drafting principles and basic PC (Windows) computer skills. Advanced CAD courses assume knowledge of the application as defined in the introductory course.

Students enrolled in the live (on-site) CAD courses will be using computers in the UCLA Extension Computer Labs. Students enrolled in the online CAD courses are required to use their own laptop or desktop computer. All computer courses are taught on a Windows platform. At home Mac users are encouraged to work in a Windows-based application (such as Parallels or Boot Camp) in order to maintain pace with the class. Please see “What you need to know about running Autodesk products on a Mac” as well as “5 Ways to Run Windows Software on a Mac” for more information. Mac users may download Mac-compatible versions of AutoCAD, Photoshop, Illustrator, SketchUp/SketchUp Pro and Podium for laptop or home use, but will be responsible for learning mouse clicks, keystroke conversions, etc. independently.

**Free Software & Software Licenses**

Students are sent information on how to download a 36-month free student version of Revit or AutoCAD. Students also may be eligible for academic rates on other software for their own home computer. Prices and restrictions are subject to change by the software developers. Software versions should reflect the version used in class; an older version may not possess the same interface or tools demonstrated in class. It is each student’s responsibility to verify that his/her computer meets the software’s minimum system requirements.

**System Requirements**

- [System requirements for AutoCAD](#)
- [System requirements for AutoCAD for Mac](#)
- [System requirements for Autodesk Revit](#)

**Note: Running Revit products on a Mac**

There are currently no Mac versions of Revit, therefore students must use the Apple Boot Camp software in order to run Revit on their home Mac computers. This software enables students to install and run Microsoft Windows (and Windows-based applications) on a Mac computer or with Parallels Desktop, a system utility available from Parallels, Inc. that allows you to run applications in each operating system without restarting your computer.
AutoCAD or Revit – Which Digital Presentation II & III classes should I take?

The Arc & ID program requires that students take either two AutoCAD classes or two Revit classes. It is strictly up to the individual student to decide which software program to use. AutoCAD has been around for over three decades and has a huge install base of users and consequently a large number of potential employers request this skill set. It also has a large library of furniture and fixtures symbols. Many Arc & ID students use AutoCAD, for construction documents (i.e. floor plans, elevations, sections, details) and SketchUp for quick ways of presenting design models and perspectives. Changes must be maintained in both applications.

Revit is a relatively new BIM (Building Information Modeling) design software from the makers of AutoCAD; it is used by large firms such as Gensler and HOK. It allows users to do construction documents, models and perspectives in one software application plus a variety of analytical studies. BIM tools are considered the wave of the future with more and more firms, particularly large architecture or commercial firms switching every day.

Additional Help

If you need additional help, you can get immediate support through the Autodesk Automated Virtual Assistant or you can submit a request for help through the Autodesk Help Request form, which generally takes 24 hours (or 72 hours on weekends & holidays) to get a response. This help request form is also available via help and support links throughout the Autodesk website.
Greetings from UCLA Extension and Cal Poly Pomona!

We are pleased to welcome you to UCLA Extension Interior Architecture Programs.

UCLA Extension Interior Design Certificate and Master of Interior Architecture Degree are among our most attractive study options for international students and professionals.

Advantages of our programs include:

- **UCLA & California State Polytechnic University**: The University of California, Los Angeles (UCLA) has name-recognition throughout the world; UCLA Extension is part of UCLA. We have partnered with Cal Poly Pomona, one of the top schools in the state, to offer the Master of Interior Architecture Degree.
- **Practical Perspective**: Most of our instructors are working professionals who give you a practical perspective on day-to-day realities of each field of study.
- **Practical Experience**: Internships are included in many programs, and students who complete programs of 9-months or longer can apply for up to 1 year of Optional Practical Training (OPT) paid work experience in the U.S.
- **Reasonable Fees**: UCLA Extension programs are a great value; course fees for American and international participants are the same.
- **Studying with Americans**: International participants study side-by-side with American participants and receive the same high level of instruction.
- **Cross-cultural Understanding and Language Proficiency**: Living in Los Angeles, studying at UCLA Extension, and experiencing American life will increase your proficiency in English and your cross-cultural awareness.

We look forward to welcoming you to UCLA Extension and to another important step in your career.
Master Program Admission & Requirements

International students applying to the Master of Interior Architecture Program will be accepted as graduate students only if they hold a baccalaureate degree from an accredited institution in the United States or Canada or have comparable academic credentials from a foreign country. The Master of Interior Architecture does not require Graduate Exams, however, you may be asked to provide them in certain circumstances.

Application Requirements

You are considered an international graduate applicant if you hold or will be holding a U.S. visa as a student, exchange visitor or in another non-immigrant classification. You must have completed, or will be completing, a 4-year baccalaureate degree from an accredited institution.

Please continue to Admission Requirements for International Graduate Students for more information.

Ready to apply? Use the following links to submit your application:

Graduate application - if you received your baccalaureate degree from a US institution

Graduate application (out of country) - if you received your baccalaureate degree from outside of the United States

Once your application is submitted, we will send you a notification by email to acknowledge receipt of your application. Cal Poly Pomona makes admission decisions based on self-reported information from the application and it is important that coursework including grades and test scores are entered accurately and completely.

Admitted students who intend to enroll at Cal Poly Pomona will be required to submit an official transcript in order to verify eligibility and high school graduation. Admission decisions may be withdrawn for students who misreported academic information or who have not met the terms of the admission offer.

Required Tests:

TOEFL scores — A minimum TOEFL score of 550 (paper-based), 213 (computer-based), or 80 (Internet) is required. TOEFL scores must be sent from the testing agency. We do not accept electronic reporting systems. Please refer to the Cal Poly Pomona International Student website or call (909) 869-2036 for more information.

Transcripts and other Required Documents:

Official transcripts must be sent directly to the Office of Admissions by the supporting document deadline. Other supporting documents required by individual departments might include unofficial transcripts, a copy of the admission application submitted via www.csumentor.edu, results of the GRE or GMAT, resume, statement of purpose, letters of
recommendation, portfolios, etc. Such supplemental materials must usually be sent directly to the department requesting them.

Go to the Graduate Programs website to review the departmental websites to confirm which departments require which supplemental documents. All official documents in languages other than English must include a certified English translation.

**Admission application fee:**

Your application requires a $55 application fee that must be paid by the application deadline. Failure to pay the application fee will result in your application to Cal Poly Pomona being cancelled. For more information about fee payment, go to the CSU Mentor website.

**After you’re admitted:**

- **I-20 Process** – document necessary for visa appointment; students will receive email communication from the Cal Poly International Studies office.
- **Success 101** – orientation, document check in, F-1 regulation (course load, employment benefits, resources, etc.)
- **Curricular Practical Training** – the internship authorization eligibility and form can be found here.
- **Optional Practical Training** – post graduation work authorization and application process; F-1 students are eligible for 12 months of authorization after they complete their study.
- **Upcoming Events**, including all workshops.

**Contact Information for International Student Offices**

**UCLA Extension International Student Office**
10995 Le Conte Avenue, Room 118
Los Angeles, CA  90024, USA

Email: iso@uclaextension.edu
Phone: (310) 825-9351
FAX: (310) 267-2088

Hours Of Operation: Monday through Friday
- Phone Inquiries: 9am-4:30pm
- Interviews: 11am-2pm (by appointment only)
- Walk-in hours: 2pm-4:30pm

**Cal Poly Pomona International Student Office**
California State Polytechnic University, Pomona
3801 West Temple Ave, Building 98-T2
Pomona, CA 91768

Email: admissions@cpp.edu
Phone: (909) 869-5299

Hours of Operation: Monday - Friday, 8am-5pm
Summer Hours: Monday - Thursday, 7am-6pm
Housing

International students enrolled in UCLA Extension programs typically live off campus, usually in apartments.

Exceptions—On-campus housing is available only during the summer quarter for those enrolled in the American Language Center or Study Abroad programs.

We suggest you make arrangements for housing and confirm your arrangements well in advance of your arrival. **Housing Information Listings/Sources:**

- **Hotels**—If you need a place to stay when you first arrive or after your housing check-out date, these hotels are near the UCLA campus. Some offer a UCLA discount.
- **Long-term housing**—Many international students choose to stay in privately-owned residence halls, homestays, or furnished apartments.
- **UCLA Community Housing Office (CHO)**—Provides free information on short- and long-term housing, rental locations, rental agreements, and more.
- **Online listings**—Classified advertisement pages of the [UCLA Daily Bruin](https://ucladailyspecials.com/) and [Los Angeles Times](https://www.latimes.com/). 
- **Commercial housing agencies**—[Apartments for Rent](https://www.downtownapartments.com/) and [Westside Rentals](https://www.westsiderealty.com/).

Please be aware that UCLA Extension does not manage, endorse, nor make specific recommendations regarding the housing facilities listed within our housing section. This information is provided simply to assist students. The providers listed are not the only housing options available.

Further, all housing contracts and arrangements are between students and housing providers and are not the responsibility of UCLA Extension. You are responsible for arranging your own accommodations directly with the housing provider of your choice.
HOW TO ENROLL

There are several ways to enroll in Arc+ID courses. To get started, select a course from the UCLA Extension website or catalog. Then follow one of the enrollment methods below.

For detailed enrollment information, please visit the “How to Enroll” section of the UCLA Extension Student Resource Center.

ENROLL ONLINE

If you know the Reg# of your course:
Reg#s appear in boldfaced blue text in the printed catalog, and in brochures or other printed materials in boldface text below the course descriptions, in the format Reg#999999CA”.

Click on the “Quick Enroll” tab at the top of the UCLA Extension website, enter the Reg# in the box, and click “Go”. This takes you to the course description for you to review; then click “Add to Cart”. From your cart, you can enter other Reg#s via Quick Enroll, or browse for other courses using the “Add More Courses” button. Click “Check Out” to complete your enrollment process.

If you don’t know the Reg# of your course:
Click on the “Fields of Study” tab at the top of the page, then proceed with the following options:

- Select Architecture & Interior Design, and at the bottom of the page, click Browse all courses and select a category. You can use “Refine Results” to sort and filter your choices.
- See a list of all Certificate classes by clicking More to display all classes and typical availability.
- Use the “Search” tab at the top right hand side of the page to find your course. Search results display course matches on the second results tab.
- From the left-hand navigation bar, select “Browse all Courses,” “International Students,” “Degree Credit Courses,” or “High School Programs” as appropriate to your needs, choosing your field of study and course category.

Once you’ve arrived at your course of choice, click “Add to Cart” to proceed. From your cart, you can enter other Reg#s via Quick Enroll, or browse for other courses using the “Add More Courses” button. Click “Check Out” to complete your enrollment process.

As applicable, you’ll be asked if you want to purchase parking, and if you’re taking the course for credit. You’ll also need to fill out your information, including mailing address, email address, phone number, and credit card.
information. This information is encrypted and processed on a secure site to ensure your personal information is safe.

**ENROLL BY PHONE**
Call the Registration Office at (310) 825-9971. Have your Reg#s and American Express, Discover, JCB, MasterCard, or VISA card ready.

**ENROLL IN PERSON**
Visit us during office hours at our main offices in Westwood:
UCLA Extension, Westwood/Extension Building
10995 Le Conte Ave., 1st Floor
Los Angeles, CA 90024
Registration/Student Services
Regular Hours: Mon-Fri 8am-5pm

**ENROLL BY MAIL**
Mail a completed enrollment form provided in our print catalog, and mail with payment to:
Department K, UCLA Extension, P.O. Box 24901
Los Angeles, CA 90024-0901

**Additional Enrollment Information**

**About Open Enrollment**
Registration for classes generally begins a month and a half before the quarter begins. Once registration is open, students can enroll at any time from the start date of registration up to the first week of classes. If a class is closed, students should add their name to the wait list.

**Wait Lists**
Courses with enrollment limits that fill are closed to further enrollment. However, many of these limited courses support wait lists. To be added to a wait list add the course to your cart and complete the checkout process or call the Enrollment Office at (310) 825-9971. You will not be charged.

As spaces open, wait-listed students are contacted, offered space, and provided enrollment instructions. **Priority is given to certificate candidates who need to complete high-demand sections for their program.** Wait-listed students who remain unsuccessful are automatically sent an early notice of all sections of the same course offered in the upcoming term.

It is important that wait-listed students show up to the first day of class no matter what number you are on the wait list. Many, if not all, of our instructors will not allow a student to enroll in the course if they have missed the first day of class. If you would like to know where you stand on a wait list, you may call (310) 825-9061.

**Restrictions & Permission to Enroll**
Many of our Master's courses and certificate classes are restricted, requiring you to apply for admission and obtain permission to enroll (PTE). The course description usually describes the minimum requirements for admission. To request PTE add the course to your cart and
complete the checkout process or call the Enrollment Office at (310) 825-9971. You may be subject to a nominal application fee. If granted, you will be contacted and provided with full enrollment instructions at which time you will be subject to fees in effect at that time.

Registering for Online Courses
Students are required to enroll at least two business days prior to the start date of each online course in order to complete the software orientation.

Refunds
You may elect to drop one or more classes on or before the close of business of the final refund date related to each class. Final refund dates are printed on your enrollment receipt. When you elect to drop a course and request a refund (or you drop more than one course on the same day), $30 will be withheld to help defray the cost of the administrative processing. You may also elect to drop, but have UCLA Extension retain all fees on account so that you can apply them toward another class. Visit the Student Resource Center for more information about refund dates and policies.

If you need help choosing the right course for you, Arc+ID advisors and representatives are happy to help Contact Us.
Enrolling through Cal Poly Pomona’s BroncoDirect System

Five (5) courses in the Master’s level are registered through Cal Poly Pomona’s BroncoDirect System.

You may register for classes by following the instructions below.

1. Sign into BroncoDirect by using your BroncoNumber and password. If you forgot your BroncoNumber, please contact the CEU Registration office at (909) 869-2288.

2. Click on Student Services.

3. Click on the Holds link under Personal Portfolio to see if you have any registration holds. Holds must be cleared prior to registering for classes.

4. To begin registering for classes, click on Add a Class under the Class Schedule & Registration menu.

5. Select the appropriate term from the drop down menu.

6. Add a class by entering the class number (CLASS NBR) and click Enter.

7. After you enter the Class Nbr you will see a summary of the course you have entered including an indicator to reflect whether the class is open or closed. Select Next to continue to add this course or Cancel to return to the selection page. If you receive the pre-requisite error message "Requisites not met for Class, not enrolled," or should a permission number be required to add the course, please contact Steve Martin at the UCLA Extension. Enter the permission number before clicking on Next.

8. Add additional classes using the same processes. When you have completed all class selections, click Proceed to Step 2 of 3 to confirm classes.

9. Click Finish Enrolling to complete the enrollment process or Cancel to exit without adding these classes.

10. Carefully review the status for each class requested. A green checkmark indicates a successful enrollment. A red X indicates errors have been identified and the enrollment was not processed. The message section will explain the reason for the error.

Please remember, email is the official mode of communication at Cal Poly Pomona (CPP). Be sure to check your CPP e-mail account regularly.

Please visit their website for more information.
OPEN HOUSE INFORMATION SESSION

The Architecture + Interior Design Program offers high-quality courses to help you reach your professional and personal goals. Attend our informative Open House to learn about the curriculum, career opportunities, and the benefits of enrollment.

Speakers include the program director, program advisor, instructors, and current and former students.

Where:
Extension Lindbrook Center, 10920 Lindbrook Drive, Los Angeles, CA 90024

Highlights of the Open House include:
- Overview of the Certificate of Interior Design and the Masters of Interior Architecture Degree
- Curriculum presentation
- Careers in the field
- Question-and-Answer session
- Drawing for a free course!

New Student Discount:
New certificate program students are eligible for $50 off each class they enroll in at the Open House. Discount enrollment forms will be provided at the event. This discount is only for students entering the program for the first time and can only be redeemed at the open house event.

To RSVP please call (310) 206-2879 or visit our website.

BRUIN CARD FAQ

https://www.uclaextension.edu/pages/str/BruinCardFAQ.aspx

How do I pay for and receive the card?
BruinCards cost $10. To pay by phone, call the UCLA Extension Registration office at (310) 825-9971 or pay in person at the UCLA Extension Cashier, Room 139, Extension Administration Building, 10995 Le Conte Ave., Los Angeles CA.

After payment and verification of certificate candidate status, you'll be contacted via email regarding your photo ID appointment at the BruinCard Center located at 123 Kerckhoff Hall on the UCLA campus where you'll receive your card. BruinCard Centers are open Monday through Friday, 9 am-4 pm. If lost, replacement cards cost $23.50. BruinCard fees are non-refundable.

After payment and verification of certificate candidate status, you’ll be contacted via email regarding your photo ID appointment at the BruinCard Center located at 123 Kerckhoff Hall on the UCLA campus where you’ll receive your card. BruinCard Centers are open Monday through Friday, 9am to 4pm. If lost, replacement cards cost $23.50. BruinCard fees are non-refundable.
Are BruinCards mandatory for certificate students?
The card is completely optional. Your BruinCard expires when your candidacy ends.

I'm not a certificate student, but I do take UCLA Extension courses. Can I get a card?
No. UCLA Affiliate BruinCards are designed to provide an ID card and extend certain services to those who establish a lasting relationship with UCLA Extension. However, all Extension students receive enrollment receipts that serve as a proof of student status for reduced-cost circulation privileges at UCLA Libraries and discounts at the ASUCLA Computer Store. You do not need a BruinCard for these privileges.

How do I post money to use my card as a fee-free debit card?
To post money to your card over the internet and to find out which Westwood Village merchants accept the card for payment, click here. BruinCard currently accepts MasterCard and VISA.

Where can I purchase discounted bus passes?
Eligible BruinCard holders can purchase GO METRO bus passes at the UCLA Central Ticket Office. FLASH PASSES for the Santa Monica Big Blue Bus and Culver City lines can be purchased at the Parking Services Lobby, but only at certain times of the year. For availability and more information visit the UCLA Transportation site at www.transportation.ucla.edu.

Am I also eligible for student tickets to UCLA Athletic events, student discounts, and other services that regularly enrolled degree students receive with their BruinCard?
No. Regular degree students enrolled at UCLA are assessed quarterly fees that fund an array of special services and privileges that support the full-time undergraduate student experience. Extension’s certificate students are not assessed the UC-wide mandatory Registration Fee that funds these activities.

I still have questions. Whom should I contact?
Email CertificateBruinCards@uclaextension.edu. We’ll research your question and get back to you within one business day.

INTERNSHIPS

In order to be eligible for an Internship through the Architecture + Interior Design Program at UCLA Extension, you must follow the instructions listed below.

BEFORE INTERNING
- You must have already established Candidacy in the Certificate Program. Master’s students do not need to pay the Candidacy Fee.
- Review the Internship Program Description.
- View the Job + Internship Opportunity Listings on the Arc+ID Website.
• Once a desired internship is found, apply for the internship and then arrange an interview with the firm.
• If necessary, make an appointment with the Program Advisor by calling (310) 794-3747. Bring a resume and a portfolio or examples of your work, if possible.

DURING INTERNSHIP
• **Pay the Internship course fee.** This should be done as soon as possible. The process for paying the fee is the same as when you register for any other class. Use the registration number that is in the most current catalog. Internships do not have to have the same beginning and ending dates as the quarter in which you enroll.
• As soon as you begin your Internship, complete either the **Paid Internship Agreement Form** or the **Unpaid Internship Agreement Form** and hand deliver or mail the original copy to:

  UCLA Extension Architecture + Interior Design Program
  1010 Westwood Center, Suite 211
  Los Angeles, CA 90024

AFTER INTERNSHIP
• As soon as you have completed your Internship, see that the **Intern Evaluation Form** is filled out by your employer and delivered to the Arc+ID office. You will not receive course credit if this form is not completed. Your grade is based on your evaluation.
• You will also need to print and complete the **Internship Exit Review** and deliver it to the Arc+ID office.
• If your Internship extends beyond the end of the quarter in which you paid the course fee, you may receive a letter indicating that you have received a grade of Incomplete but don’t be concerned. As soon as your evaluation is received, a grade change will be made and you will not be penalized.
The Arc +ID Resource Library is located in the 1010 Westwood Building in Room #219. You will be asked to sign in as a student (sorry, we cannot accommodate non-program guests). If you would like to make a donation to our library please call 310-794-3747.

Please note: The library may be accessed only when a librarian is on duty.

If you would like to apply to be a librarian for the Arc +ID Resource Library, please visit our website.

To be eligible, you must have established candidacy in the Arc +ID Certificate Program and must have taken either Surface Materials or 2 History classes. Librarians work one 4.5 hour shift per week for 11 weeks and receive comp credit of $400 in exchange for their work. For more information, please call Nicholas Sitter at 310-794-3747.
GENERAL FAQS

QUESTIONS RELATING TO COURSES, ENROLLMENT & ADMISSIONS:

Is there an application process?
Candidacy is required for graduation from the Interior Design Certificate program and many other benefits. Although it is recommended that students become candidates when beginning the program, they may take up to five courses before establishing candidacy. To begin the program, simply enroll in one or more courses. International students must be design program candidates. For more information contact the UCLA Extension International Student Office, call (310) 825-9351.

For admission to the Master of Interior Architecture program, an applicant must have received a baccalaureate degree, have attained an overall undergraduate grade point average of at least 3.0 and have completed the 82 prerequisite units or their equivalent. An applicant who does not meet these criteria may be admitted on a conditional basis if evidence of compensating qualifications can be furnished. Students may enter the Master of Interior Architecture program during any quarter and the program accepts non-resident and foreign students. If you are applying as a foreign student, please contact the Foreign Student Advisor in Admissions at (909) 869-2000.

How do I know which courses to take?
Simply follow the sequence of courses outlined in the Curriculum Chart published each quarter in the UCLA Extension catalog.

How many courses should I take each quarter?
Each quarter is 12 weeks long, and most courses meet once per week for three hours, with 12-15 hours of outside study per week for each course. Full-time enrollment is three courses per quarter but students may take fewer than three courses per quarter. International students are required to carry a minimum number of units per quarter. For more information contact the UCLA Extension International Student Office, (310) 825-9351.

What time and day are classes offered?
All of our classes meet one time per week for 3 hours per meeting (some Masters classes meet for 5 hours per meeting). We currently do not schedule classes on Fridays or Sundays and rarely schedule classes on Saturdays. We know that many of our students are working.
professionals, so we try to schedule many of our classes in the evenings during non-work hours (5-10pm). Some classes are offered in the mornings (typically starting after 10am) and afternoons as well as online. Students may enroll in any combination of time slots or online sections that fit their schedule. Note that a small number of courses are regularly featured at the same time each quarter, as we are sometimes bound by the constraints of our instructors’ work schedules.

Where are classes located?
All of our courses—including Cal Poly Pomona Master’s classes—are held in Westwood Village in Los Angeles. The majority of Design Program courses are taught at the 1010 Westwood Blvd. classroom building. Larger lecture courses are offered on UCLA’s main campus. Other courses are held in the Main Administration Building at 10995 Le Conte Ave., the Extension Lindbrook Center at 10920 Lindbrook Drive, or the Gayley Center at 1145 Gayley Ave. See the Campus Map for location details.

How do online classes work?
Online courses are incredibly flexible to the student’s needs, giving them the ability to plan their study time around their day. Many students who work full time, live far from Westwood, or have other daytime obligations take advantage of online learning because there is no set schedule; students can login to their class via Canvas (the online learning system) at whatever time or day is convenient for them—just as long as they are following along with the pace of the class and participating regularly. Because of this flexibility, the most successful online learners are self-motivated. Knowing and directing on your goals and personal stakes in why you are taking a class online can help you stay self-directed and motivated in the online environment, particularly because there may not be the same sense of monitoring and structure that an on-the-ground course might have.

Lastly, online learning does not require a high degree of technical proficiency. If you have basic technological skills, such as browsing the internet, sending emails, and uploading/downloading files, you’re pretty much set!

For help or a more in-depth look at online learning, check out the Canvas student portal, which includes videos on how to navigate through your course, workshop with other students, and prepare for class.
**AutoCAD or Revit – Which Digital Presentation II & III classes should I take?**

The Arc&ID program requires that students take either two AutoCAD classes or two Revit classes. It is strictly up to the individual student to decide which software program to use. AutoCAD has been around for over three decades and has a huge install base of users and consequently a large number of potential employers request this skill set. It also has a large library of furniture and fixtures symbols.

Many Arc&ID students use AutoCAD, for construction documents (i.e. floor plans, elevations, sections, details) and SketchUp for quick ways of presenting design models and perspectives. Changes must be maintained in both applications.

Revit is a relatively new BIM (Building Information Modeling) design software from the makers of AutoCAD; it is used by large firms such as Gensler and HOK. It allows users to do construction documents, models and perspectives in one software application plus a variety of analytical studies. BIM tools are considered the wave of the future with more and more firms, particularly large architecture or commercial firms switching every day.

**What course materials do I need?**

Since professional designers rely upon digital tools, a computer is critical to your success in the program. Students enrolled in the online CAD courses are required to use their own laptop or desktop computer. Students enrolled in the live (on-site) CAD courses will be using computers in the UCLA Extension Computer Labs, however, we do not offer lab hours and therefore a home computer (laptop or desktop) will be necessary to complete homework and other projects. You may use either a Mac or PC, but please note that the majority of our classes are taught on a PC platform. Additionally, some software, such as Revit, is not available for Mac users. For more computer or CAD software questions, please refer to the Computer Aided Drafting (CAD) Course Requirements.

Students must also have a means of for backing up files (such as a cloud storage account, flash drives, or an external hard drive).

Software programs that are utilized in the Certificate and Master’s program are:

- **Photoshop** (Adobe Creative Cloud) – Students must purchase this software.
- **Illustrator** (Adobe Creative Cloud) – Students must purchase this software.
• **AutoCAD** (Autodesk; version determined by your instructor) – Students will be provided with a 36-month free Student Version of the software. A download link will be sent during the first week of class.

• **Revit** (Autodesk; version determined by your instructor) – Students will be provided with a 36-month free Student Version of the software. A download link will be sent during the first week of class.

• **SketchUp/SketchUp Pro** (Google) – Students must purchase this software. For students in Digital Presentation III, a download link will be sent during the first week of class. Elective SketchUp courses may use the free version of SketchUp.

• **Podium Plus V2 Rendering Plug-in** (for SketchUp) – Students must purchase this software. For students in Digital Presentation III, a download link will be sent during the first week of class.

Students should wait until the instructor confirms the correct software version required for the class before purchasing or downloading software.

In addition to a computer and software, you will need drawing and drafting materials. Most of your courses will provide a list of specific materials that you will need to purchase and bring to each class. These include model building materials, drafting pencils & pens, architectural scale, triangles, a toolbox, etc.

**QUESTIONS RELATING TO FEES, FINANCIAL AID & SCHOLARSHIPS:**

**How much does the program cost?**

Certificate Program/Prerequisite Foundation Level Courses

- Candidacy Fee: $250
- Estimated Program Tuition: $13,590
- Estimated Program Textbook/Materials: $3,000
- Estimated Total Cost: $16,840

Note: The total program cost is based on regular registration prices and in-class course prices.

Master’s Program/Advanced Level Courses

- Application Fee: $55
- Estimated Program Tuition: $31,500*
- Estimated Program Textbook/Materials: $4,000
- Estimated Total Cost: $35,500

*Estimated cost for students in Digital Presentation III. Elective SketchUp courses may use the free version of SketchUp.
*Price per Master course unit: $500. Elective costs vary; this is an estimated total of 8 elective units.

**Is financial aid available?**
Federal financial aid is not available for the Certificate program, but there are a number of alternatives. For information on other educational funding opportunities, call the UCLA Extension Financial Aid Office at (310) 825-4246.

The Master of Interior Architecture Program does qualify for Federal Financial Aid and can be applied only to courses registered through Cal Poly’s BroncoDirect system. Please visit their website for more information: [http://www.cpp.edu/~financial-aid/index.shtml](http://www.cpp.edu/~financial-aid/index.shtml)

**Are scholarships available?**
We offer three scholarships: The James R. Northcutt Scholarship (one for beginning students and one for advanced students) and the Howard Hirsch Design Scholarship. For more information, see [scholarships](http://www.cpp.edu/~financial-aid/index.shtml).

**Why are the computer courses more expensive?**
Projection equipment, hardware and software, technical support, and maintenance requirements related to operating up-to-date computer classrooms contribute to higher course fees.

**ADDITIONAL QUESTIONS FROM NEWLY ADMITTED OR CURRENT STUDENTS:**

**Where can I park?**
Daytime parking is available at various rates in numerous private Westwood Village lots, many of which also offer evening discounts. For information on parking lots around Westwood Village, please visit the [Where to Park](http://www.cpp.edu/~financial-aid/index.shtml). In addition, single entry and quarterly UCLA parking permits are available. See [UCLA Parking & Transit](http://www.cpp.edu/~financial-aid/index.shtml) for more information.

**Is there a studio or computer lab where I can work on projects?**
There is an open studio space for students to work on their projects at the 1010 Westwood building on the 2nd floor, however there is currently no space for students to store their material securely. Also, this space is only available during building operating hours (7am-10pm).
Students may only use the computers in the UCLA Extension Computer Labs during class time or with instructor supervision. We do not offer lab hours.

**Can the Arc&ID department help me with software or computer problems?**
The Arc&ID department does not provide technical support for any of the computer classes, so some basic knowledge of how to use a computer is required. All software is installed by the student so you should be comfortable with that too. Instructors do not troubleshoot computer problems; they are extremely limited in the amount of “troubleshooting” advice they can provide.

Students should check the web site of software developers to see what support options are available. It will vary by company.

**What housing options does UCLA Extension offer incoming students?**
International students enrolled in UCLA Extension programs typically live off campus, usually in apartments.

Exceptions: On-campus housing is available only during the summer quarter for those enrolled in the American Language Center or Study Abroad programs. We suggest you make arrangements for housing and confirm your arrangements well in advance of your arrival.

Housing Information Listings/Sources:
- **Hotels**—If you need a place to stay when you first arrive or after your housing check-out date, these hotels are near the UCLA campus. Some offer a UCLA discount.
- **Long-term housing**—Many international students choose to stay in privately-owned residence halls, homestays, or furnished apartments.
- **UCLA Community Housing Office (CHO)**—Provides free information on short- and long-term housing, rental locations, rental agreements, and more.
- **Online listings**—Classified advertisement pages of the UCLA Daily Bruin and Los Angeles Times.
- **Commercial housing agencies**—Apartments for Rent and Westside Rentals.

Please be aware that UCLA Extension does not manage, endorse, nor make specific recommendations regarding the housing facilities listed within our housing section. This
information is provided simply to assist students. The providers listed are not the only housing options available.

Further, all housing contracts and arrangements are between students and housing providers and are not the responsibility of UCLA Extension. You are responsible for arranging your own accommodations directly with the housing provider of your choice.

**Does the program offer job opportunities?**
Students in the Certificate of Interior Design program or the Master of Interior Architecture program have exclusive access to the [Job + Internship Opportunity](#) listings on our website. Access expires 90 days after your account is created, however eligible students can renew their account at any time by contacting the Arc +ID office at [arc_id@uclaextension.edu](mailto:arc_id@uclaextension.edu) or call (310) 825-9061.

**Does the program offer internships?**
Yes, our internships offer students the opportunity to work directly in a design office to obtain hands-on work experience. Interns also earn course credit. Local design firms request students for positions at a variety of levels. It is not uncommon for students to be hired upon completion of their internship. Before applying to an internship, students must review the [Internship Process](#) & [Internship Program Description](#). International students must also review the [Curricular Practical Training (CPT) Policy](#).

**What if I’m interested only in residential or only in commercial design?**
Our objective is to provide a well-rounded education. As you advance through the program, exposure to various aspects of design will only enhance your ability to pursue a professional specialization that is of great interest to you.

**What resources are available to Design Program Candidates?**
In addition to having their Student Records kept on file, Design Program Candidates receive an ID card entitling them access to career placement resources including the Job + Internship listing; the on-site resource library, product literature, and materials samples; opportunities to earn course credit as a teaching assistant or librarian; and discounts on certain programs. Candidates are also eligible for ASUCLA computer store discounts.
What is the NCIDQ exam? Why should I take it?
The National Council for Interior Design Qualification Exam is the most comprehensive of the exams that, along with California Codes and Regulations Exam, is required as part of the certification process in California. Passage is also required by many other states and for membership in professional organizations such as ASID and IIDA which promote awareness of the profession. For more information, visit ncidq.org and ccidc.org.

CONTACT INFORMATION

UCLA EXTENSION

Administration Office:
10995 Le Conte Ave., Room 414
Los Angeles, CA 90024
Phone: (310) 825-9061
Fax: (310) 206-7382
Email: arc_id@uclaextension.edu

Office Hours:
Monday through Friday, 8:00am to 5:00pm

Architecture and Interior Design Program Staff:

Jeffrey Daniels, AIA
Director

Vince Mallari
Program Manager

Suzanne Sheppard, CID
Advisor

Steve Martin and Emily Heston
Program Representatives

Nicholas Sitter
Program Coordinator

Ellen Song
Program Assistant

Additional Contact Information:
General Program Info: (310) 825-9061
Academic Advisor/Graduation: (310) 794-3747
International Student Advisor: (310) 825-9351
UCLA Extension Maps, Directions, and Parking
For enrollment or academic questions, visit: Student Resources
For start dates, deadlines, and catalog release dates, visit: Academic Calendar

CAL STATE POLYTECHNIC UNIVERSITY, POMONA

Administration Office:
Office of Admissions & Outreach
California State Polytechnic University, Pomona
3801 West Temple Ave, Building 98-T2
Pomona, CA 91768
Phone: (909) 869-5299
Fax: (909) 869-4529

Department of Architecture:
College of Environmental Design
California State Polytechnic University, Pomona
3801 West Temple Ave, Building 7-210
Pomona, CA 91768
Phone: (909) 869-2683
Fax: (909) 869-4331

Office Hours:
Monday through Thursday, 7:00am to 6:00pm

Architecture and Interior Design Program Staff at Cal Poly Pomona:

Sarah Lorenzen, RA
Chair

George Proctor
Graduate Coordinator/Academic Advisor

Rocky Sanchez
Administrative Coordinator

Rebecca Pang
Program Development Manager

Additional Contact Information:
General Program Info/Bronco Accounts: (909) 869-3996
Academic Advisor/Graduation: (909) 869-2682
International Student Advisor: (909) 869-3267 or email international@cpp.edu
Office of Admissions for International Students: (909) 869-5299
Student Resources: (909) 869-4424
Financial Aid: (909) 869-3700
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