Master of Interior Architecture

New Student Orientation

UCLA Extension | CAL POLY POMONA

Two Partners. One Program.
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- Offered collaboratively by Cal Poly Pomona (CPP) and UCLA Extension (UNEX). At Cal Poly, the degree program is provided by the College of Environmental Design and administered by the College of the Extended University.
- Ranked in the top ten (3rd CIDA-accredited) graduate level interior design programs in the nation by Design Intelligence for 2017
Curriculum Overview

- All classes are conducted at the UCLA Westwood campus and run on the 11-week quarter system of UNEX
- Students will register approximately half of the courses through UNEX and the other half through Cal Poly Pomona
- Cal Poly Pomona operates on the semester system and UCLA Extension on the quarter system; A special MIA Calendar is published
- The units will simply need to be converted when it is time to graduate

MIA Program Unit Requirement:

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<tr>
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<th>Semester</th>
<th>Quarter</th>
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<tbody>
<tr>
<td>Core Classes</td>
<td>38 Units</td>
<td>55 Units</td>
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<tr>
<td>Elective Classes</td>
<td>6 Units</td>
<td>8 Units</td>
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<tr>
<td>TOTAL</td>
<td>44 Semester Units</td>
<td>63 Quarter Units</td>
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<tr>
<td>1st Quarter</td>
<td>2nd Quarter</td>
<td>3rd Quarter</td>
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<tr>
<td><strong>Interior Architecture Studio A</strong>&lt;br&gt;X 430C/INA 5110 (8 Q. units/4 S. units)&lt;br&gt;Not offered in Summer</td>
<td><strong>Interior Architecture Studio B</strong>&lt;br&gt;X 471.19/INA 5210 (6 Q. units/4 S. units)&lt;br&gt;&lt;br&gt;Prereq.: Interior Architecture Studio A&lt;br&gt;Not offered in Fall</td>
<td><strong>Master's Project: Interior Architecture Studio</strong>&lt;br&gt;X 498.1/INA 6940 (8 Q. units/5 S. units)&lt;br&gt;&lt;br&gt;Prereq.: Interior Architecture Studio B, Concept Driven Design, Research &amp; Programming Methodologies</td>
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<tr>
<td><strong>Concept Driven Design: Visual Seminar and Studio</strong>&lt;br&gt;X 471.125/INA 5120 (4 Q. units/3 S. units)&lt;br&gt;Not offered in Summer</td>
<td><strong>Research &amp; Programming Methodologies</strong>&lt;br&gt;X 497/INA 5220 (4 Q. units/3 S. units)&lt;br&gt;&lt;br&gt;Prereq.: Interior Architecture Studio A, Understanding Building Codes, Concept Driven Design</td>
<td><strong>Business Strategies for Interior Architects</strong>&lt;br&gt;X 497.4/INA 6120 (4 Q. units/3 S. units)</td>
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<tr>
<td><strong>Understanding Building Codes</strong>&lt;br&gt;X 427.20/INA 5130 (3 Q. units/2 S. units)&lt;br&gt;Not offered in Summer</td>
<td><strong>Interior Detailing and Building Systems</strong>&lt;br&gt;X 467.27B/INA 5230 (6 Q. units/4 S. units)</td>
<td><strong>The Ecology of Design</strong>&lt;br&gt;X 467.55/INA 6130 (2 Q. units/2 S. units)&lt;br&gt;&lt;br&gt;Offered in Spring &amp; Fall only</td>
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<tr>
<td><strong>Graduation Writing Test (GWT)</strong>&lt;br&gt;All students must pass the GWT&lt;br&gt;&lt;br&gt;Register for the GWT upon admission</td>
<td><em><em>Electives</em>&lt;br&gt;INA 5410 or 6990 (varies)</em>*</td>
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**Electives*<br>INA 5410 or 6990 (varies)**
## Electives

<table>
<thead>
<tr>
<th>Professional Development</th>
<th>Decorating &amp; Design</th>
<th>Internship &amp; Independent Study</th>
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<tr>
<td>Photographing Architecture &amp; Interiors X 467.11A/INA 560 (4 Q. units)</td>
<td>Residential Remodeling X 406.6/INA 538 (3.25 Q. units)</td>
<td>Professional Internship X 473/INA 615 (2 Q. units)</td>
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<tr>
<td>SketchUp X 468.6A (2 Q. units)</td>
<td>Accessories for Residential Interiors X 443.40 (2 Q. units)</td>
<td>■ Independent Study INA 591 (1-4 Q. units)</td>
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<tr>
<td>Advanced SketchUp X 468.6B (2 Q. units)</td>
<td>Feng Shui for Designers and Architects X 443.45 (2 Q. units)</td>
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<td>Interior Design Law I X 497.10 (2 Q. units)</td>
<td>Furniture Design X 461.4/INA 539 (4 Q. units)</td>
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<tr>
<td>Interior Design Law II X 497.11 (2 Q. units)</td>
<td>Contemp. Applications of Historical Design: I X 443.17 (2 Q. units)</td>
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<tr>
<td>Advanced Portfolio Design &amp; Graphic Storytelling X 498.10 (4 Q. units)</td>
<td>Contemp. Applications of Historical Design: II X 443.18 (2 Q. units)</td>
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<tr>
<td>Interior Rendering Techniques Using 3ds Max &amp; V-Ray X 498.12 (4 Q. units)</td>
<td>Themed Design X 464 (2 Q. units)</td>
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<td>Interior Design in Films X 498.22 (2 Q. units)</td>
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The internship course is an optional 2 unit elective. The internship can only be counted once toward the degree.

Many opportunities are listed on our website: [www.arcid.uclaextension.edu/careers](http://www.arcid.uclaextension.edu/careers)

Internships for international students:
- All internships must be authorized by CPP’s International Center before starting.
- One must complete 2 quarters of coursework to be eligible for an internship.
Curriculum Notes

• Some MIA courses are not offered every quarter. Class scheduling may not necessarily lead to completion in 1 year

• *Ecology of Design* and *Project Management* are offered during Fall & Spring quarters

• Occasionally, classes may cancel due to low enrollment
Academic Standing/Discontinuation

- Must enroll in INA 5120 Concept Driven Design and/or INA 5130 Understanding Building Codes through Cal Poly Pomona in your first term
- Must maintain continuous Cal Poly Pomona enrollment
- A lack of registration for Cal Poly Pomona classes for more than one semester without an approved leave of absence will result in a discontinued status and will require readmission into the program
- International students must first consult with the CPP International Center before taking any term off
- For students with gaps in attendance (i.e. readmission), it is especially important to note that courses have a 7-year shelf life. Courses older than 7 years at the time of graduation must be repeated

More information on Cal Poly Pomona’s academic attendance requirements can be found here: http://www.cpp.edu/~registrar/academic-policies/stop-out.shtml

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GPA Minimum

- Must maintain a minimum of 3.0 in **all MIA coursework overall**
- No grade below a “C” is accepted
- “C-” or lower must be repeated. Courses that are repeated at a “C” or higher level can count towards the degree but the original grade will still count as units attempted against your GPA
- Students that fall under the 3.0 minimum may be removed from the program. One may have to take an independent studies class in order to raise their GPA
- A 3.0 GPA is required to advance to X498/INA 6950 Master’s Project Documents class.
CPP Email Account & Bronco Access Card

- Email is the official mode of communication
- You have been issued a Bronco ID number and CPP email account. It is essential that you claim your CPP email account and activate it immediately
- The *Bronco Access Card* is the optional official photo identification for CPP. It must be purchased with the Cashier’s Office
CPP BroncoDirect

As a student in the MIA program, you are provided with an online portal, called BroncoDirect, where you’ll be able to register for classes, view your class schedule, pay your fees, and view your grades.

**BroncoDirect can only be used to access Cal Poly Pomona related classes and fees**

- To access BroncoDirect, go to the main Cal Poly Pomona website at [www.cpp.edu](http://www.cpp.edu) and click on MyCPP at the top left hand side of the bottom menu. Log-in to your account and then click on BroncoDirect towards the top of the page.
**Registering for CPP Classes & Viewing Registration Holds**

1. Log into BroncoDirect using your Bronco name and password.
2. Click on the **Holds** link under **Personal Portfolio** to see if you have any registration holds.
3. Click **View My Enrollment Appointment** to verify your date to register.
4. To begin registering for classes at Cal Poly Pomona, select **Add a Class** under the **Class Schedule Registration** menu.
5. When you have completed adding all class sections, click **Proceed to Step 2 of 3** to confirm your class selection.
6. Click **Finish Enrolling** to complete the enrollment process.
7. Carefully **Review the status** for each class requested.

**NOTE:** If you receive a registration error for a class you’ve previously completed prerequisites for, contact the CEU Registration department at **CEUReg@cpp.edu** for a permission number to enroll.
CPP Grade Point Average (GPA)

1. Log into BroncoDirect using your Bronco name and password
2. Select **View Unofficial Transcript** under **Academic Records**
3. From the drop-down menu, select **Choose Cal Poly Unofficial** and then click “Go”

Additional resource: Cal Poly Pomona GPA Calculator

[http://www.cpp.edu/~ehelp/gpacalc.html](http://www.cpp.edu/~ehelp/gpacalc.html)
Graduation Writing Test (GWT)

All Cal Poly Pomona students must pass the GWT in order to graduate.

**When will I be required to take the GWT?**
You are advised to register for the GWT upon admission to the university. **You must register for the GWT by the completion of 6 semester units.**

**What will happen if I do not take the GWT by the appropriate date?**
A hold will be placed on the records of all continuing students who have failed to take the GWT as required. While the student's record is on hold, registration may not be allowed, nor will transcripts be released. To have the hold removed, you MUST register and pay for the next GWT before the registration deadline. The GWT must be satisfied before advancing to X498/INA 6950 Master’s Project Documents class.

**Registration, cost and FAQ can be found here:** [https://www.cpp.edu/~admissions/testing-services/gwt.shtml](https://www.cpp.edu/~admissions/testing-services/gwt.shtml)
CPP Transcripts

• All outstanding fees owed to the university must be paid before your transcript order can be processed
• Requests for transcripts can be ordered online through the National Student Clearinghouse at: www.studentclearinghouse.com
Financial Aid

Financial aid may be available to those who qualify. Questions regarding financial aid should be directed to the Office of Financial Aid at Cal Poly Pomona. They can be reached at:

Note: The College of the Extended University is unable to assist students with financial aid related questions. Students should contact the financial aid office directly for assistance.

Office Hours: Monday – Friday: 8am to 5pm

Phone: (909) 869-3700

Website: http://www.cpp.edu/~financial-aid

Federal aid pertains to CPP classes only; UNEX classes will require privately funded aid.

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Have questions about your Financial Aid? Academic Records? Holds?
Check out the Bronco Advising Center at Cal Poly Pomona – your one stop for assistance with financial aid, enrollment questions, academic records and more.
Give them call at (909) 869-4600 or visit their website at:
http://www.cpp.edu/~studentsuccess/bac/

Need help making a payment in BroncoDirect? Want to view your enrollment appointment?
Check out the videos above and/or visit BAC’s YouTube channel to view their additional instructional videos.
Student Resources

Lynda.com
Go to www.cpp.edu -> MyCPP (log in with your Bronco name and password) and select Lynda.com from the available options at the top of the page.

Portfolium
Provides students with the ability to create and manage their own interactive collection of projects, work samples, activities, and accomplishments. Join Portfolium at https://cpp.portfolium.com and setup an account with your Bronco Name and password.

University Library and Research Databases
Check out the library’s website for more information on available resources for scholarly research at www.cpp.edu/~library
College of the Extended University
Cal Poly Pomona
3801 W. Temple Ave, Bldg 220C-140
Pomona, CA 91768

Email: CEUReg@cpp.edu
Phone: (909) 869-2288

Office Hours: Monday – Friday: 8am to 5pm
(unless otherwise noted on the website)

Visit our website at: https://www.cpp.edu/~ceu/ for specific schedule info
## Registering for UNEX Courses

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<thead>
<tr>
<th>Online</th>
<th>In-Person</th>
<th>Phone</th>
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| www.uclaextension.edu | Gayley Center, 2nd floor 1145 Gayley Ave.  
Hours: Monday - Friday: 8am to 5pm | (800) 825-9971  
or  (310) 825-9971  
Hours: Monday – Friday: 8am to 5pm |
UNEX GPA & Transcripts
www.uclaextension.edu

Checking Your GPA
1. Use “Student Login” to sign into your UNEX account
2. View grades by selecting My Enrollment History and choosing the “Completed” tab

Calculate your GPA by using an online calculator: http://www.back2college.com/gpa.htm

Ordering Transcripts
Order online under Student Resources or by calling (310) 825-9971
Upcoming Dates

Fall 2019
Classes begin: September 23

Winter 2020
Enrollment

UCLA Extension
Nov. 4
Oct. 21 - Nov. 20

CAL POLY POMONA

Classes begin: January 6

Spring 2020
Enrollment

UCLA Extension
Feb. 3

CAL POLY POMONA
Jan. 14 – March 6

Classes begin: March 30

Academic Calendars

UCLA Extension
https://www.uclaextension.edu/pages/str/calendar.jsp

CAL POLY POMONA
https://www.cpp.edu/~ceu/degree-programs/interior-architecture/schedule.shtml
Facilities

Westwood Center (WC)
1010 Westwood Blvd.
Resource Library & Drafting Tables

Extension Gayley Center (EGC)
1145 Gayley Ave.

Extension Lindbrook Center (ELC)
10920 Lindbrook Dr.

Campus Safety Escorts
Community Service Officers (CSOs) are available to escort students around campus and Westwood Village from dusk to 1am. Call 15 minutes ahead of time: (310) 794-WALK (9255)
Instructors

www.ar cid.uclaextension.edu/instructors

- Our instructors work with us to develop cutting-edge curricula and are dedicated to providing you with quality instruction
- Instructors are well-regarded in their field, with real-world experience and relevant insight
- Many have been with us for a number of years and are familiar with the challenges facing working adults who wish to advance their skills
Textbooks and Materials

• Textbooks and materials, if applicable, are discussed in detail during the first class meeting
• Most textbooks are available for purchase online or through the UCLA Bookstore
• Course materials are also uploaded to Blackboard or Canvas
• Less frequently, course readers are available for purchase at Copymat
• A resource list of local large-scale print shops, drafting/art stores, 3D printing locations can be found on our website: www.arcid.uclaextension.edu/forms-and-information
Transportation and Parking

• BruinCard holders can purchase discounted passes for the L.A. Metro buses, Santa Monica Blue Bus and Culver City lines
• UCLA Transportation website: [www.transportation.ucla.edu](http://www.transportation.ucla.edu)

• Campus Parking: [www.uclaextension.edu/pages/str/parkingTransit.jsp](http://www.uclaextension.edu/pages/str/parkingTransit.jsp)
**UCLA BruinCard**

- The BruinCard is an optional photo ID, free for MIA students
- Apply for a BruinCard by submitting the form to UNEX Arc+ID
- Purchase discounted bus cards; use as a debit card on campus and various enterprises in Westwood Village

**UCLA Privileges**

- All students with proof of enrollment are eligible for educational discounts at the ASUCLA Computer Store and services provided by the UCLA Libraries
- Enjoy recreation privileges for approximately $50/quarter
Networking

- UCLA Extension ASID Student Chapter
- International Interior Design Association (IIDA)
- The Hospitality Industry Network (NEWH)
- The American Institute of Architects (AIA)
- Association for Women in Architecture + Design
- Lighting Design Alliance
UCLA Extension Arc+ID

Administrative Office
Address: 10960 Wilshire Blvd., 16th floor
Phone: (310) 825-9061
Email: ARC_ID@uclaextension.edu
Office Hours: Monday – Friday, 8am to 5pm
Website: www.arcid.uclaextension.edu

Student Advisor’s Office
Address: 1010 Westwood Blvd., Room 212
Phone: (310) 794-3747
Office Hours: by appointment

UCLA Extension Office for Students with Disabilities
Interim Disability Services Coordinator: Jai Singh
Email: access@unex.ucla.edu or jsingh@unex.ucla.edu
Phone: (310) 794-4835