

Regis University – Community College of Aurora Colorado Film School

AGS/Bachelor of Fine Arts Check List

Please Note: Timelines are given in this checklist are approximate. It is strongly suggested that they are followed.

Individuals Interested in Seeking a Degree in Film, Video and Media at CCA

- Schedule a tour with the Colorado Film School & Community College of Aurora. Appointments are made online using the following link:
<http://coloradofilmschool.net/tour.html>

After the tour, CCA advisors will be expecting you for an advising appointment. They will answer any questions you might have and review the Getting Started Checklist.
<http://www.ccaurora.edu/start/>

New Student

- Apply for admission for the Community College of Aurora.
<http://www.ccaurora.edu/students/enrollment/admissions/>
- Request official transcripts from prior institutions for evaluation.
Time Allocation: 1 Day
- Meet with Film/Video Advisors Rosalie Moncada, Rosalie.Moncada@ccaaurora.edu, 303-340-7090 or Greg Moore, Greg.Moore@ccaaurora.edu, 303-340-7091 at the Lowry One Stop Office.
 - Select the AGS degree plan. Be prepared to talk about choosing a Program Specialization (Writing/Directing, Writing/Producing, Post Production, Cinematography, Acting for the Screen) at this time so you're working on the right track from the beginning!
 - Receive information on opportunity to continue to BFA degree.
 - Check on transfer credits, make sure you are clear as to which credits transfer to what areas.**Time Allocation:** 1 Week
- Attend CCA-CFS New Student Orientation and receive information about AGS and learn about the BFA degree opportunity. Advisors and CCA-CFS website will have orientation, as well as portfolio and BFA information.
- Have a clear understanding of the AGS BFA Program Goals & Outcomes.
Time Allocation: 1 Day

18-30 Credit Hours Completed Towards AGS Degree

- Set Meeting with Faculty Advisor to confirm Program Specialization (Writing/Directing, Writing/Producing, Post Production, Cinematography, Acting for the Screen) and Portfolio Planning Review.

Time Allocation: 2-3 Weeks

Writing/Directing: Frederic Lahey, Frederic.Lahey@ccaaurora.edu

Post Production: Geoffrey Chadwick, Geoffrey.Chadwick@ccaaurora.edu

Acting For the Screen: Galina Boulgakova, Galina.Boulgakova@ccaaurora.edu

Writing/Producing: Sandra Gabrych, Sandra.Gabrych@ccaaurora.edu

Cinematography: Scott Vanordstrand, Scott.Vanordstrand@ccaaurora.edu

- Meet with Advisors Rosalie Moncada, Rosalie.Moncada@ccaaurora.edu or Greg Moore, Greg.Moore@ccaaurora.edu at the Lowry One Stop Office to re-evaluate Program Specialization Major of study (Writing/Directing, Writing/Producing, Editing, Cinematography, Acting for the Screen).

Time Allocation: 1 Week

- Call Regis University's office of new student enrollment at 303-458-4300 or info@regis.edu You will be able to speak to an enrollment counselor regarding your questions about Regis, the BFA degree, and the application process. If you would like to see a guide, visit: www.TransferToRegis.org

**Military Students: Once a student is considered a Regis degree-seeking student (90 credits), Lisa Hertel will handle VA benefits. When military students are applying to Regis they can contact Lisa Hertel, 303-458-4116, lhertel@regis.edu regarding VA benefits.

- Apply to Regis University. Your enrollment counselor will email you the links that you need to get started. The easiest way to get to the online application form is to go to www.cps.regis.edu, then click on the *apply now* button (beige button, right side of screen).
- Complete FAFSA at www.fafsa.ed.gov and use Regis School code 001363. Your FAFSA award will not be released until you are made a student at Regis. It's best to fill out your FAFSA form as soon as possible because it can take 2-3weeks to process.

Time Allocation: 2-3 weeks

- **High School or GED Background** – If you do not have previous college experience, you will need to provide proof of a high school diploma or GED. You will be asked about the year and name of the high school from which you graduated, or the year you received your GED.
- **Transfer Credits** – If you do have previous college experience, Regis will need to see your transcripts. If you are going to transfer any college credits from other schools, advance testing or accredited training you need the name of the institution, the dates you attended the schools or the completion of the test or training and the approximate number of credits you request to transfer. *Transcripts need to be sent every semester.

- You need to request copies of your transcripts to be sent directly from your previous schools to Regis. A transcript request form and the mailing address which you need to give to each of your past schools can be found on the online application or: <https://insite.regis.edu/spsUGOnlineApps/pdfs/UGTranscriptRequestForm.pdf>
- Regis University will need an **official copy of your transcript from each school. A request form for this transcript and the mail address which you need to give to each of your past schools can be found at: <https://insite.regis.edu/spsUGOnlineApps/pdfs/UGTranscriptRequestForm.pdf>.
- **Resume** – You will be asked to build a work history within the application. You should have a chronological list of the jobs you have had, the name and location of the companies which employed you and a description of your position. You will also include film/video productions or projects that you have worked on under film/video related experience. You will also be asked to submit your resume.
- **Writing Sample** – In order to evaluate your writing skills you will need to write a short essay on one of four topics. This essay is meant to help determine how Regis University might best help you to successfully complete your degree. A description of the choices of topics and the format for this essay can be found at: <https://insite.regis.edu/spsUGOnlineApps/pdfs/writingSample.pdf>.
The guidelines used to evaluate your essay can be found at: <https://insite.regis.edu/spsUGOnlineApps/pdfs/UGEssayEvaluationCriteria.pdf>.
(Note: This essay is to evaluate your ability to communicate effectively in a written form. Take care to follow the format and use your best writing skills. Spelling, grammar and structure are important facets of this evaluation.)
- *(Note: On the second page, Step #2, make sure to highlight and choose your **DEGREE PROGRAM** which is marked (*) as required and the **SPECIALIZATION**. This is necessary to begin to evaluate your transcript and transfer credits.)*

**Please have all transcripts sent to:
 Regis University
 Transcript Evaluation Center, A-8
 3333 Regis Blvd.
 Denver, CO 80221

Once all of your transcripts are received, the Transcript Evaluation Center will evaluate your transcripts for all possible transfer credit towards your chosen degree and specialization.

Time Allocation: 4 Business Days

Once your transfer credit is evaluated and your admissions file is complete, you will receive an email asking you to call the Advising Department to make your advising appointment. This process can take up to 10 days.

- Meet with CCA Financial Advisor, John Young, 303- 360-4707, john.young@ccaaurora.edu to discuss consortium agreement.

- Meet with Regis Financial Aid Counselor Christopher Chodkiewicz, (303)964-5185, cchodkie@regis.edu.
Time Allocation: 1 week

Completion of Approximately 31-45 Credit Hours Toward AGS Degree

- Complete Application for Graduation for the AGS Degree from the Community College of Aurora. <https://class.ccaurora.edu/graduationform/>.
Time Allocation: 1 Day

Completion of Approximately 46-64 Credit Hours Toward AGS Degree

- Send Transcripts to Regis University. <http://www.ccaurora.edu/other/ccweb/> .
Time Allocation: 1 Day
- Allow for file to be evaluated.
Time Allocation: 1 week
- Receive an email and/or phone call to set follow up advising appointment with Regis advisor Melanie McClanahan, mmcclana@regis.edu, 303-458-4154 to discuss updated transfer credits and degree plan.
Time Allocation: 5-7 days
- Apply for the BFA Portfolio Evaluation Admission Process. (This portfolio is needed as a preliminary requirement for admission to the BFA program as a student.) Portfolio Minimum Requirements are posted on the Regis University Department website.
- Time Allocation: 2-3 Weeks
- Submit Portfolio and Set Review Meeting with Portfolio Review Board through Christi Grebenc at cgrebenc@regis.edu.

Completion of Approximately 90 Credit Hours

Final BFA Portfolio Candidacy Evaluation (This portfolio is required to advance student to final BFA candidacy.) Hard and Soft Copy Portfolio Minimum Requirements are posted on the Regis University Department website.

Submit Portfolio and Set Review Meeting through Christi Grebenc at cgrebenc@regis.edu.
Time Allocation: 4-6 weeks

Completion of Approximately 110 Credit Hours

- Set appointment with Regis advisor Melanie McClanahan, mmcclana@regis.edu, 303-458-4154 to discuss senior year and graduation/commencement.
- Apply for Graduation at www.regis.edu/graduation.