



Architecture Program

Program Admission Requirements, Expectations, and Guidelines

Welcome!

Del Mar College offers a two-year, transferable Associate in Science in Architecture degree that offers the first two years of a professional architectural education. This program is the suggested transfer plan to follow if a student wishes to seek a professional degree in the field of architecture and then go on to become an architect. This degree is a THECB Field of Study in Architecture degree meaning it will transfer as a whole to the other architecture schools in Texas if the student meets the entrance requirements of those receiving institutions. In addition, Del Mar College currently has transfer agreements with the Huckabee College of Architecture at Texas Tech University and School of Architecture and Planning at UT San Antonio. The student planning to continue at a senior college should consult an advisor concerning degree requirements of the college to which transfer is intended.

This document has been developed to ensure prospective students in the Del Mar College Architecture Program (ARCH.AS and even the ARCT.AAS with workforce related coursework) receive accurate information and understand the requirements and expectations to enter, progress further into, and complete the Architecture Program. It also provides a basis for successful transfer into another architecture program at a senior institution. The guidelines and expectations set forth in this document align with those established for the various other National Architectural Accrediting Board (NAAB) Architecture Schools in Texas and the nation.

Admission Requirements to the Program

Students shall meet the following criteria upon application into the program.

- Students must enroll as a student at Del Mar College. For more information visit <https://www.delmar.edu/becoming-a-viking/index.html>.
- Students must complete and sign the Architecture Application Form which shows that the prospective student has read, understands, acknowledges, and shall abide by the program guidelines and expectations set forth in this document.
- Complete a student biographical questionnaire. This questionnaire helps advisors and faculty get to know a student better in order to better navigate the student on his or her pathway towards success.
- Meet with an advisor to get advised and registered for the upcoming semester of courses.

Program Guidelines

In order to become a licensed architect, a student must complete their professional architectural education. Del Mar College provides the first two years of that professional education in architecture. Architects are licensed professionals trained in the art and science of building design who develop the concepts for structures and turn those concepts into images and plans

There are three main steps to becoming an architect:

- Completing a professional, accrediting degree in architecture;
- Gaining work experience through internship; and
- Attaining licensure by passing the Architectural Registration Exam.

Architectural education is an extremely rigorous curricula centered around a core sequence of architectural design studio coursework. Students must successfully complete one level with satisfactory marks and portfolio work before being allowed to advance to the next level.

The following set of guidelines must be met before a student shall advance in the program and even successfully transfer to another institution.

- Students must make a “C” or better in all courses. Students are allowed no more than three (3) “C” grades in the THECB Architecture Field of Study Curricula. Most receiving institutions will not transfer a course unless it has a grade of “C” or better and often times limit the number of “C” grades to transfer.
- Students must maintain an overall GPA of 2.8 or better. This is the minimum threshold for a student to transfer to another architecture program in a senior college in Texas. Most schools require an overall GPA of 3.0 or better for transfer to another architecture program in a senior college in Texas.
- Students shall take their general education coursework alongside their architecture coursework. Leaving core curriculum coursework to the end of the program will cause a student to not advance in the program nor graduate on time.
- Students must meet all course pre-requisites and/or course co-requisites in the case of lower REM levels prior to course registration. No exceptions will be given.
- Students registering late will not be allowed to enroll in an architecture course after the first week of classes.
- Near or after completion of the first year of architectural studio coursework, all students will be reviewed for advancement into the second year of architectural design studios. This will occur at the time the student is advised and registers for the next Fall semester term. The student shall advance to the second year of architectural design studios if they meet all of the following requirements.
 - Has a GPA of 2.8 or better
 - Has no more than three “C” grades in the THECB Architecture Field of Study Curricula
 - Has successfully completed the first-year studios and core curriculum coursework with a grade of “C” or better
 - Has the required REM levels of Reading=3, English=3, Math=3
 - Met course prerequisites to register for ARCH 2603 Architectural Design Studio III
- Students who wish to advance in the program after completing their first year of architectural design studios but do not meet the requirements of advancement shall enter a program probationary status. Upon entering a probationary status, the student shall meet with an

advisor to develop an Action Plan to follow for the next semester. After one semester, the student shall meet with an Advisor for review of their progress in their Action Plan. Students who meet the requirements of their Action Plan shall meet with the Department Chair for review to see if the student is eligible to advance further in the program.

Program Expectations

The following is a set of expectations for all students in the program.

- Students are expected to regularly check the Canvas Course Page, the WebDMC class team site, and their DMC email. Course material and announcements will be provided through the Canvas Course Page.
- Students are responsible for mastering the technology requirements of the course.
- All students are required to have access to the Internet and have the equipment needed for the course. The college does not provide computers or devices for students.
- Students must keep a journal of studio thoughts or ideas (sketches, drawings, notes, etc.). The journal is crucial to reflective thinking and a vital record of key concepts and explorations considered in the student's project.
- Students will undertake design projects that require them to communicate ideas with graphic methods as required and standard in the practice of architecture; the accuracy and completeness of their work will be measured by the evaluation and scoring of these projects by the instructor.
- Architectural design studio courses are project based (no tests per se) with a series of architectural projects, usually in a sequence that brings knowledge in problem solving and architectural representation from one learning experience into the next, so that it is reasonable to expect the projects to increase in sophistication as the semester unfolds.
- Evaluation of student's performance in studio is based upon daily studio progress as well as final products presented during formal reviews. While there is a final review, there is no final exam. Production and hard work are expected. Improvement and growth are key. The instructor conducts an expert review of overall student performance following major stages of the semester. This is not a quantifiable, exact, or mathematical assessment. It is based on years of industry expertise and experienced judgment of student work.
- All work must be completed on time. Expect a substantial reduction of your grade for late or incomplete work.
- **Daily Studio Work:** To receive effective criticism, each student is expected to display new design work at the beginning of each studio meeting. Only significant new work—no superficial changes, repeats or mere verbal descriptions of intended changes—will be discussed. During a group review it will not be necessary to talk about every project. However, each student is expected to understand and apply the criticisms of other students' work relevant to their own work. Students are encouraged to raise questions and engage in critical discussions of the work under review. In every architecture school across the nation, students are expected to spend a significant amount of time working on studio projects outside of class time. The minimum work expected outside of studio is an average of twice to three times the course contact time (20-30 hours per week).
- **Course Participation:** Participation is an important element in the completion of any architecture course. 100% participation is expected and will be a part of the student's overall grade. See each course syllabus for specific course participation requirements.
- **Civility in the Classroom:** Students are expected to assist in maintaining a classroom environment (during or after hours within the studio) that is conducive to learning. To assure

that all students gain maximum opportunities from time spent in class, students are prohibited from engaging in any form of distraction. Inappropriate behavior in the classroom shall result, minimally, in a request to leave class, resulting in an absence.

- **Retention of Student Work:** Del Mar College reserves the rights to retain, exhibit, and reproduce work submitted by students. Work submitted for a grade is the property of the College and remains as such until it is returned to the student.
- **ATTENDANCE POLICY:** Attendance in a studio course is MANDATORY and will be graded. Attendance implies the full participation in all studio activities including group and individual pinups, presentations, discussions, and in class assignments. Attendance also implies that students have their computer, tools, and supplies available for all studio activities. Any tardiness, leaving early, lack of participation, walking in and out of lectures, undivided attention, goofing around, and disruptive behavior will count as an absence. Working on assignments from other classes will not be allowed during class time.
- Regular and punctual class attendance is required and expected of all students. Do not assume the instructor will drop you from the course if you simply stop attending class. All drops must be student initiated. If the student fails to drop this course by the drop date cited in the school calendar, an “F” grade will result. It is essential to maintain an atmosphere conducive to learning in the classroom. To that end, students are expected to be in class. All personal communication and music devices must be turned off. It is your responsibility to monitor the number of your own absences throughout the semester.
- Active, weekly engagement in the course is required. If a student does not demonstrate the required number of contact hours, credit cannot be granted for the course.

Studio Rules

The following is a set of rules governing the architectural studios, computer labs, shop spaces, and classrooms for the program.

- **Architectural Studios (ST106 and ST122)** are only open to those students enrolled in the Architectural Graphics and Design Studio Courses. Students enrolled in these courses are given a designated studio space that is their assigned workspace for the entire semester. These spaces cannot be utilized by anyone else. The architectural studios are open for scheduled periods of time. It is the responsibility of each student to become familiar with and abide by studio rules. It is important that everyone do his/her/their part to ensure the safety and comfort of all. Additional Studio access is a privilege. Once one student breaks policy and procedure, our extended access will be revoked.
- **Extended Lab Hours:** The architectural studios and computer labs are accessible to designated students outside of regular business hours for specified periods of time. Access within the STEM Building on the Oso Creek Campus during the Extended Lab Hour time period is restricted to Rooms ST106, ST107, ST109, ST112, ST114, ST116, ST119, ST120, and ST122 and public restroom and vending areas ONLY. Students are NOT allowed on the second and third floors during these times AT ALL. Instructors provide course rosters at the start of each semester. Only those students listed on these rosters will be granted access to the STEM Building and designated Studio/Computer Labs during Extended Lab Hours each semester. Student guests such as friends and family members are strictly forbidden from entering the STEM Building and designated Studio/Computer Labs during Extended Lab Hours. Doors to the Studio/Computer Labs during Extended Lab Hours must remain closed and never be held or left open. There are no exceptions to these rules. Failure to abide by these rules will result in the students' STEM Building and Studio/Computer Labs Extended Lab Hours access privileges to be revoked.

- **Architectural/Drafting Technology Computer Labs:** The Architectural/Drafting Technology program computer labs are located on the Del Mar College Oso Creek Campus in the STEM Building (Bldg. 2) in Rooms 112, 114, 119, and 120. The Computer Labs are open to any Architectural/Drafting Technology student for their use. If a class is in session in Rooms ST112, ST114, ST120, then students should use the computers in ST119 (Open Computer Lab) so they do not disturb the class in session. Students may utilize the department computer labs to complete coursework in the Architectural/Drafting Technology program. See your instructor for options to download software for online courses or for home use. The following are a list of Computer Lab Rules.
 - Computers and desks in the classroom are the property of Del Mar College.
 - Students are not allowed to login and use the instructor workstation.
 - All students must adhere to Del Mar College computer and network use policies.
 - Computers are for coursework only and are not to be used for personal use such as Facebook, Pandora, Instagram, Twitter or any other form of social media.
 - The instructor is not responsible for your access to the network.
 - For issues connecting to the network, you must contact Viking Help at 361-698-2330.
 - If you are using a personal laptop, do not occupy a computer workstation. Doing so prevents other individuals from using it.
 - Students must log off of a computer workstation when finished using it.
 - When adjusting the computer monitors, use the bottom and the back of the monitor to avoid bending and damaging them.
- **Shop Spaces:** The Architectural/Drafting Technology program has various shop spaces to support the program and its course work (**3D Print Room ST127B, Wood Shop ST132, and Metals/Prototype Shop ST133**). Students are not allowed in these spaces unsupervised by a Del Mar College designated employee. Students are not allowed to operate the 3D printers. Students wishing to print in 3D must submit a proper file to the Lab Technician. Students are allowed access and use of the Wood and Metals Shops upon successful completion of the program's shop safety orientation course and submission of a signed waiver form. See the Shop Manager or your Instructor for more details.
- **Architectural Materials Library (ST116) and Central Plotting Room (ST109):** A separate room has been created for an architectural library and printing/plotting from the Computer Labs. Students must treat all equipment and items in these rooms with care. Items must remain in the department at all times. If a student borrows a book, it must be returned before the student leaves. Do not leave books in the studios or take books home. Some classroom sets of books are provided and must not leave the classroom so that they are available for use by all the students in the class.
- **Studio Etiquette:** Faculty and students should maintain an environment that is secure, quiet, respectful, mutually civil, and conducive to working individually and in teams, to listening to the instructor, and to other students.
- **Studio Policy:** NOISE will be permitted at NO TIME. No music is allowed to be played at any time in the studios (24/7) except with the use of private head or earphones.
- **Trash:** Please keep the studios, labs, and classroom areas clean and recycle properly. Poor waste disposal creates an unsafe working environment, attracting pests and contaminating recycling systems. Keep the trash/recycle bins by the doors in the rooms. Please allow everyone access to receptacles. Anything left on the floor will be thrown out including any drawings or models, so make sure nothing you wish to keep is left on the floor. Also, do not use the floor as a trash can as cleaning services are not as regular as we would like.

- **Stored Materials:** (Student can provide a lock for cabinets at the end of studio desks). Store materials inside of these end cabinets or in the rolling pedestal storage under the desks. Do not leave belongings unattended, and secure laptops with a lock. Do not assume bags, cell phones, or belongings are safe. Notify security of anything suspicious. The College is not responsible for lost, stolen, or damaged items.
- Please dispose of blades properly. Students can secure blades for disposal by taping them to a piece of cardboard that will be thrown away. Poor blade disposal leads to serious injuries. Loose blades are not allowed on desks, stuck into tackable surfaces, or loosely discarded in the trash/recycling receptacles.
- **Food and Drinks:** Please consume food in the Student Break Areas (outside ST 138A). Drinks with a screw cap can be brought into the studios or computer labs. Please remove all drinks daily from studios or computer labs. Students are also responsible for cleaning up their mess daily.
- Please keep pathways clear for fire safety.
- Please do not tamper with, dismantle, or move the furniture. Do not mount to, attach to, screw into, adhere to, or dismantle any of the chairs or desks.
- Please do not cut directly on the tabletops. Only cut on top of cutting mats that will protect the table surface.
- Please do not bring furniture or appliances into the studio without approval. Unapproved chairs, couches, refrigerators, microwaves, coffee makers, etc. will be removed without notice.
- Please do not use or tamper with other students' desks, belongings, and equipment. Desks are individually assigned, so if there is any work to be done, make sure it does not interfere with another student's space.
- **Important Warning:** Spray Can Painting of projects is **NOT ALLOWED UNDER ANY CIRCUMSTANCES** within the building or on campus sidewalks and landscaping. Paint in designated areas only. There is a designated spray paint area outside the Wood Shop, ST132.
- No smoking, drugs or alcohol is allowed in the studio. Smoking is not allowed in or near any College building, and illegal drugs are prohibited on campus. The studio is a public space; no intoxication or alcoholic beverages are permitted.
- **At the End of Each Semester:** Please remove all of work, material, and equipment at the end of each semester. Anything left behind will be discarded. Be responsible and recycle. The College is not responsible for lost data. Please remove all food and beverages from the studios, common areas, refrigerators, and cabinets.
- Students are responsible for backing up/saving their own digital work. Del Mar College is not responsible for lost or corrupted student files. Students are required to obtain and bring to every class period each day their own storage device such as a USB flash drive, external hard drive, cloud storage account, etc.
- **Department Tools, Appliances, and Supplies:** The Architectural/Drafting Technology department sometimes supplies students with tools and supplies in the classroom. These items must remain in the classroom from which they originated or returned to the instructor.
- Small household appliances may be used in the Student Break Area (outside ST 138A). These items can be stored in the studio lockers. However, the department will not stock or maintain these items. Students must keep these items clean and treat them with care.

Contact Information

If an applicant has additional questions regarding the Architecture program, please contact the Architectural/Drafting Technology Advisor below or the main Department Office at 361-698-1725.

Nelda Sanchez, Advisor
Architectural/Drafting Technology
Del Mar College Bldg 2 S124C
7002 Yorktown Blvd
Office: (361) 698-1739
nsanchez@delmar.edu
<https://www.delmar.edu/degrees/architecture/index.html>

When contacting the program, students should have their student ID available and listed in all communication. The Architecture program will only discuss an application or student's program information with the student. Program staff will not discuss an application or student information with a parent, spouse, relative, friend, or employer.

Nondiscrimination Policy

Del Mar College does not discriminate on the basis of race, color, sex, age, national origin, religion, handicap/disability, or any other constitutionally or statutorily impermissible reason. This shall include persons with disabilities.

Failure to abide by the aforementioned requirements, guidelines, rules, and expectations can result in the student no longer being allowed to continue in the Del Mar College Architecture Program.

Architecture Program Application Packet Attachments

- Application Form (Must be signed and dated by the student prior to enrollment in the program.)
- Student Questionnaire
- ARCH.AS Associate in Science: Architecture Degree Plan
- ARCT.AAS Associate of Applied Science: Architectural Technology Degree Plan



APPLICATION FOR ARCH.AS and ARCT.AAS

Date of Application: _____ Catalogue Year: _____

Name (Print Last, First Middle): _____

Del Mar Student ID #: _____ Email: _____

Full Mailing Address: _____

Home Phone (with area code): _____ Cell (with area code): _____

Current REM Levels: _____

List of College-levels Courses Completed:

Composite GPA: _____

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |

List of Universities for which you wish to transfer:

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |

I, _____, have read and understand the criteria for admissions and advancement in the Del Mar College Architecture Program. In addition, I am aware of the various rules, guidelines, and expectations necessary to be registered as a student in the Del Mar College Architecture Program.

Signature of Applicant: _____ Date: _____



APPLICATION QUESTIONNAIRE FOR ARCH.AS and ARCT.AAS

1. Why are you interested in the Architectural program?

2. Are you interested in becoming a licensed Architect?

3. Did you take any Art or Drafting Classes in High School?

4. Are you familiar with any CAD or Graphic software? If yes, please list them.

5. What Technology are you familiar with? Example: iPad, Laptop, Tablet, 3D Printer

6. Is there a specific university you want to transfer to?

7. The Architecture Program takes dedication. Are you willing to put in the time to succeed in the program?

8. How did you discover our program? Did your High School counselor or an individual recommend us to you? Did you learn of the program from the Del Mar College website or social media?
